



# CITY OF HOUSTON

Finance & Administration  
Department

**Lee P. Brown**

Mayor

Philip B. Scheps, Ph.D.  
Director  
Finance & Administration  
Department  
P.O. Box 1562,  
Houston, Texas 77251-1562

T. 713.837.9887  
F. 713.837.9879  
www.ci.houston.tx.us

DATE: May 1, 2003

SUBJECT: Letter of Clarification No. 7  
Linen, Textiles & Maintenance &  
Uniform Rental Services for Various  
Departments

BID INV.NO: LC-R-0734-027-13967

BID DUE DATE: May 15, 2003  
**\*\*\*\*NO LATER THAN 10:30 A.M.\*\*\***

## **To All Prospective Bidders:**

For the benefit of all prospective bidders and to avoid possible confusion in bidding, we wish to clarify the bidding document as follows:

### **OFFICIAL BID DOCUMENT:**

Remove official bid document pages 1 of 130 thru 130 of 130 marked Revised April 23, 2003 and replace with official bid document pages 1 of 130 thru 130 of 130, marked Revised May 1, 2003.

**Official bid pages marked Revised May 1, 2003 must be submitted in order to be considered for this award.**

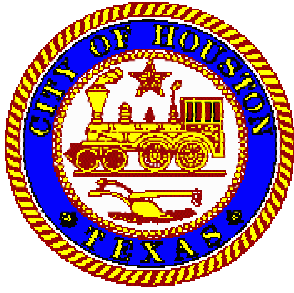
This clarification is hereby incorporated in this bid document and all bidders are directed to bid accordingly.

When issued, Letters of Clarification shall automatically become a part of the bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained all such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid. Please call me at (713) 247-1772 or E-MAIL me at: richard.morris@cityofhouston.net if you have any questions.

Richard Morris  
Specification Analyst

cc: Point of Contacts  
Bid File

Attachment: Official bid pages 1- 130 marked revised May 1, 2003.



# CITY OF HOUSTON

## INVITATION TO BID

Issued: February 28, 2003

### **Bid Opening:**

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby until **10:30 A.M. May 15, 2003** and all bids will be opened and publicly read in the City Council Chamber at 11:00 A.M. on that date for the purchase of:

### **LINEN, TEXTILES & MAINTENANCE, & UNIFORM RENTAL SERVICES FOR VARIOUS DEPARTMENTS BID #LC-R-0734-027-13967**

- Bid Documents can be downloaded from the Internet at [www.houstonpurchasing.org](http://www.houstonpurchasing.org)

### **Buyer:**

Should you have any questions or comments regarding this bid package, contact **Richard Morris, at (713) 247-1772.**

### **Pre-bid Conference**

**A Pre-Bid Conference will be held for all Prospective Bidders in the Strategic Purchasing Division, Concourse Level, Conference Room #2, City Hall, 901 Bagby, at 1:30 on Wednesday, March 12, 2003.**

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. Any revisions to be incorporated into this bidding document arising from discussions before, during and subsequent to the pre-bid conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. No verbal responses will otherwise alter the specifications, terms and conditions as stated herein.

Bidding forms, specifications and all necessary information may be obtained from the office of the City Purchasing Agent, 901 Bagby, Concourse Level, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph b (5) of Section 15- 3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph b (6) of said Section 15-3.

The City reserves the right to reject any or all bids, or to accept any bid or combination of bids deemed advantageous to it.

**CITY EMPLOYEES ARE PROHIBITED FROM BIDDING ON THIS SOLICITATION IN ACCORDANCE WITH THE CODE OF ORDINANCES SECTION 15 - 1.**

### **\*CONTENTS:**

**SECTION A – OFFICIAL BID FORM**

**SECTION B – SCOPE OF WORK/SPECIFICATIONS**

**SECTION C – GENERAL TERMS & CONDITIONS**

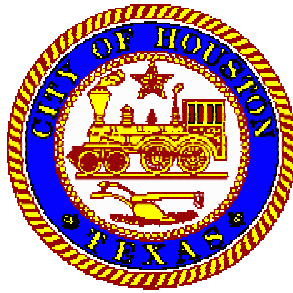
**\*NOTE 1: ACTUAL PAGE NUMBERS FOR EACH SECTION MAY CHANGE WHEN THE BID DOCUMENT IS DOWNLOADED FROM THE INTERNET OR BECAUSE OF LETTERS OF CLARIFICATION. THEREFORE, BIDDERS MUST READ THE BID DOCUMENT IN ITS ENTIRETY AND COMPLY WITH ALL THE REQUIREMENTS SET FORTH THEREIN.**

**NOTE 2: TO BE CONSIDERED FOR AWARD, PLEASE SUBMIT ALL PAGES FROM SECTION A (OFFICIAL BID FORM) INCLUDING THE SIGNATURE PAGE WHICH MUST BE SIGNED BY A COMPANY OFFICIAL AUTHORIZED TO BIND THE COMPANY.**

## **INSTRUCTIONS FOR BIDDING AND TERMS & CONDITIONS**

1. All bids must show the full name of the firm bidding and must be on forms furnished by the Purchasing Section of the Strategic Purchasing Division, Finance and Administration Department, and must be written in ink or typed. Pencil quotations will not be considered. Bids should be filed in duplicate and at least one copy of the Bid Form must be manually signed in ink by an authorized officer of the company and title must be shown. Obligations assumed by the signature must be fulfilled. The title of the bid must be shown on the front of envelope(s) containing the Bid Form(s).
2. **TIME AND DATE:** Bids **MUST** be in the Office of City Secretary, City Hall Annex, Public Level, 900 Bagby, at or before 10:30 A.M. on the day bids are due; an early postmark will not suffice. Be sure you have allowed ample time for postal delivery. CAUTION: Bids mailed on the day before bids are due may not be received in time to be considered.
3. **WITHDRAWAL OF BID:** A bidder may withdraw its offer before the expiration of the time during which the offer may be submitted, without prejudice, by submitting a written request for its withdrawal to the City Secretary.
4. The Official Bid Form should indicate the Unit Price for the specified item/service and the Total Price after multiplying the Estimated Quantity times the Unit Price. In case of conflict between Unit Price and the Total Price once computed using the Estimated Quantity, the Unit Price shall control. The Unit Price shall be inclusive of all costs, including insurance and transportation costs. **Cash discounts will not be considered in the award of bids.**
5. No change in price will be considered after bids have been opened.
6. Provisions of the City's Official Bid Form, Specifications, and General Terms & Conditions must not be altered. Any erasure or alteration of figures or terms may invalidate the bid on the item on which the erasure or alteration is made. Submission or attachment of company "Quotation Forms" containing alternative terms and/or conditions is not acceptable and may result in your bid being determined as non-responsive.
7. Bids will not be considered in cases in which bidder quotes an item price and also an alternate price on a proposed substitute item, except in cases in which alternate bids are called for. If bidder wishes to submit more than one bid on the same item, separate Bid Forms for each bid, complete with its own original signature page, must be submitted.
8. All bids are for delivery not later than the time stated in the specifications, F.O.B. the point of delivery stated in the Specifications and/or Bid Form.
9. **Bidders are invited to be present at the opening of bids. After opening, bids may be inspected in the City Secretary's Office, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002.**
10. If your firm chooses not to submit a bid, please complete the No Bid Sheet at the back of this bid document and forward it to the Buyer listed on the bottom of the form.
11. **Cost of Bid/Proposal Preparation:** The City shall not reimburse the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

**SECTION A  
OFFICIAL BID FORM**



**LINEN, TEXTILES & MAINTENANCE, & UNIFORM RENTAL SERVICES  
FOR VARIOUS DEPARTMENTS  
BID #LC-R-0734-027-13967**

To The Honorable Mayor  
and Members of the City Council  
of the City of Houston, Texas (the "City"):

The undersigned Bidder hereby offers to contract with the City upon the terms and conditions stated in that certain **"Contract for Linen, Textiles and Maintenance, and Uniform Rental Services for a three (3) year term with up to two (2) one-year option periods for Various Departments"** which was distributed by the City together with the "Notice to Bidders" and is hereby incorporated herein by this reference (the "Contract"). This offer is made at the following prices. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained all such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

The City may accept this bid offer by issuance of a Contract covering award of said bid to this Bidder at any time on or before the 180th day following the day this Official Bid Form is opened by the City. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

The City of Houston reserves the option to increase or decrease the quantities listed, subject to the availability of funds, and/or make award by line item.

If the City accepts the foregoing offer, this Bidder promises to deliver to the City Purchasing Agent of the City, five (5) original counterparts of said Contract duly executed by this Bidder (as "Contractor") in accordance with this paragraph, proof of insurance as outlined in Article VI of the Contract, all on or before the tenth (10th) day following the day this Bidder receives from the City the unsigned counterparts shall be executed so as to make it binding upon the Bidder, and all of the applicable requirements stated in the document entitled "Instructions for Execution of Contract Documents," (which was distributed by the City) shall be complied with.

The City reserves the right to accept or reject, in whole or in part, any or all bids received and to make award on the basis of individual items or combination of items, as it is deemed in the best interest of the City.

If the City accepts the foregoing offer, this bidder shall furnish all labor, supervision, materials, supplies, equipment and tools necessary to provide linen, textiles and maintenance, and uniform rental services for the City in accordance with attached Specifications.

**ESTIMATED QUANTITIES NOT GUARANTEED**

The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of linen, textiles and maintenance, and uniform rental services during the term of this contract. The quantities may vary depending upon the actual needs of the user departments. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into with third parties based on the City purchasing/requiring all the quantities specified herein.

## YEAR ONE

ANNUAL ESTIMATED QUANTITIES FOR UNIFORMS ARE DETERMINED BY USE OF THE FOLLOWING FORMULA:

(No. of Personnel) x (No. of Changes per week) x (No. of Weeks in the Year (52)) = Annual Estimated  
Quantity

NOTE: No. of changes - five (5) changes per week, Delivery-one (1) time per week.

\*Blazers and Vests based on one (1) change per week, delivery one (1) time per week.

The following quantities are estimates only, actual totals may vary.

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IA - UNIFORM, WORK, 65% POLYSTER, 35% COTTON IN ACCORDANCE WITH SPECIFICATIONS</b>						
1	Uniform, Work (Set)	154,700 changes	x	\$ _____	=	\$ _____
2	Shirt, Replacement Cost	650 each	X	\$ _____	=	\$ _____
3	Pant, Replacement Cost	650 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IA</b>					\$ _____
<b>GROUP IB - UNIFORM, WORK, 100% COTTON, DURABLE PRESS/NON DURABLE PRESS IN ACCORDANCE WITH SPECIFICATIONS</b>						
4	Uniform, Work (Set) Durable Press	36,660 changes	X	\$ _____	=	\$ _____
5	Uniform, Work (Set) Non-Durable Press	36,660 changes	X	\$ _____	=	\$ _____
6	Shirt, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
7	Pant, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
8	Shirt, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
9	Pant, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IB</b>					\$ _____
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
10	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____

YEAR ONE

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
11	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 65% Polyester, 35% Cotton	15,665 changes	x	\$ _____	=	\$ _____
12	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____
13	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 65% Polyester, 35% Cotton.	15,665 changes	x	\$ _____	=	\$ _____
14	Blazer, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
15	Vest, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
16	Skirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
17	Slack, Replacement Cost	132 each	x	\$ _____	=	\$ _____
18	Blouse, Replacement Cost	132 each	x	\$ _____	=	\$ _____
19	Shirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
20	Blazer, Replacement Cost	132 each	x	\$ _____	=	\$ _____
21	Vest, Replacement Cost	5 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IC</b>					\$ _____
<b><u>YEAR ONE</u> GROUP ID – MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
22	Shirt, Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
23	Pant , Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
24	Shirt, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
<b><u>YEAR ONE</u> GROUP ID – MIX AND</b>						

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
25	Pant, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
26	Shirt, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
27	Pant, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP ID</b>					<b>\$ _____</b>
<b>GROUP IE – MISCELLANEOUS (SMOCKS, COVERALLS, A-LINE DRESS) IN ACCORDANCE WITH SPECIFICATIONS</b>						
28	Smock, 65% Polyester, 35% Cotton	24,700 changes	x	\$ _____	=	\$ _____
29	Coverall, 65% Polyester, 35% Cotton	22,100 changes	x	\$ _____	=	\$ _____
30	Coverall, 100% Cotton	22,100 changes	x	\$ _____	=	\$ _____
31	Dress, A-Line, 65% Polyester, 35% Cotton	1,300 changes	x	\$ _____	=	\$ _____
32	Smock, Replacement Cost	165 each	x	\$ _____	=	\$ _____
33	Coverall, 65% Polyester, 35% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
34	Coverall, 100% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
35	Dress, A-Line , Replacement Cost	55 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					<b>\$ _____</b>
<b>GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
36	Uniform, Safety, Nomex IIIA	5,200 changes	x	\$ _____	=	\$ _____
37	Uniform, Safety, Indura Pro-Ban FR, 100% Cotton	5,200 changes	x	\$ _____	=	\$ _____
38	Coverall, Nomex IIIA	2,600 changes	x	\$ _____	=	\$ _____
<b>YEAR ONE GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH</b>						

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>SPECIFICATIONS</b>						
39	Coverall, Indura Pro-Ban FR, 100% Cotton,	2,600 changes	x	\$ _____	=	\$ _____
40	Shirt, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
41	Pant, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
42	Shirt, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
43	Pant, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
44	Coverall, Nomex IIIA, Replacement Cost	30 each	x	\$ _____	=	\$ _____
45	Coverall, Indura Pro-Ban FR, Replacement Cost	30 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					\$ _____

**TOTAL YEAR ONE GROUP I, A-F**

**\$ \_\_\_\_\_**

**ANNUAL ESTIMATED QUANTITIES FOR LINEN, TEXTILE AND MAINTENANCE SUPPLY RENTAL SERVICES:**

*The following quantities are estimates only, actual totals may vary.*

**YEAR ONE**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

46	Towel, Huck (Hand), 15" x 25",	20,000 each	X	\$ _____	=	\$ _____
47	Towel, Huck (Hand), 15" x 25", Replacement Cost	5,000 each	X	\$ _____	=	\$ _____
48	Towel, Bath Medium, Terry Cloth, 22" x 44"	5,000 each	X	\$ _____	=	\$ _____
49	Towel, Bath Medium, Terry Cloth, 22" x 44", Replacement Cost	15 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**YEAR ONE - GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

50	Towel, Bath Small, Terry, 16" x 27"	1000 each	X	\$ _____	=	\$ _____
51	Towel, Bath Small, Terry, 16" x 27", Replacement Cost	1 each	X	\$ _____	=	\$ _____
52	Towel, Huck Rolls, 40 Yard Length	1 roll	X	\$ _____	=	\$ _____
53	Towel, Huck Rolls, 40 Yard Length, Replacement Cost	1 each	X	\$ _____	=	\$ _____
54	Replacement Cost for Towel Cabinet, if damaged by City	1 each	X	\$ _____	=	\$ _____
55	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18"	30,000 each	X	\$ _____	=	\$ _____
56	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
57	Towel, Shop White, 18" x 18"	60,000 each	X	\$ _____	=	\$ _____
58	Towel, Shop White, 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
59	Towel Bath Large, 24X48"	4,000 each	X	\$ _____	=	\$ _____
60	Towel Bath Large, 24X48", Replacement Cost	1 each	X	\$ _____	=	\$ _____

**YEAR ONE GROUP IIA - TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

61	Cloth, Fender Cover, 36" x 60"	400 each	X	\$ _____	=	\$ _____
62	Cloth, Fender Cover, 36" x 60", Replacement Cost	10 each	X	\$ _____	=	\$ _____
63	Towel, Printing Blue, 100% Cotton Size 18" x 18"	5,000 each	X	\$ _____	=	\$ _____
64	Towel, Printing Blue, 100% Cotton Size 18" x 18" , Replacement Cost	6,000 each	X	\$ _____	=	\$ _____
65	Cloth Dust, 100% Cotton Size 18" x 30"	60 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
66	Cloth Dust, 100% Cotton Size 18" x 30", Replacement Cost	4,000 each	X	\$ _____	=	\$ _____

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

67	Towel, Terry, Utility	5,000 each	X	\$ _____	=	\$ _____
68	Towel, Terry, Utility, Replacement Cost	500 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIA</b>			\$ _____		

**GROUP IIB - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS**

69	Smockette, or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
70	Smockette, or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
71	Coat, Laboratory	7,500 each	X	\$ _____	=	\$ _____
72	Coat, Laboratory, Replacement Cost	400each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIB</b>			\$ _____		

**YEAR ONE GROUP IIC – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS**

73	Mop, <b>Framed</b> , Approximately 18" x 5"	1,500 each	X	\$ _____	=	\$ _____
74	Mop, <b>Framed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
75	Mop, <b>Unframed</b> , Approximately 18" x 5"	400 each	X	\$ _____	=	\$ _____
76	Mop, <b>Unframed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
77	Mop, <b>Framed</b> , Approximately 24" x 5"	5000 each	X	\$ _____	=	\$ _____
78	Mop, <b>Framed</b> , Approximately 24" x 5" , Replacement Cost	56 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR ONE GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
79	Mop, <b>Unframed</b> , Approximately 24" x 5"	400 each	X	\$ _____	=	\$ _____
80	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
81	Mop, <b>Framed</b> Approximately 36" x 5"	35,000 each	X	\$ _____	=	\$ _____
82	Mop, <b>Framed</b> , Approximately 36" x 5", Replacement Cost	225 each	X	\$ _____	=	\$ _____
83	Mop, <b>Unframed</b> , Approximately 36" x 5"	1 each	X	\$ _____	=	\$ _____
84	Mop, <b>Unframed</b> , Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
85	Mop, <b>Framed</b> , Approximately 48" X 5"	38,000 each	X	\$ _____	=	\$ _____
86	Mop, <b>Framed</b> , Approximately 48" X 5", Replacement Cost	150 each	X	\$ _____	=	\$ _____
87	Mop, <b>Unframed</b> , Approximately 48" X 5"	1000 each	X	\$ _____	=	\$ _____
88	Mop, <b>Unframed</b> , Approximately 48" X 5", Replacement cost	1 each	X	\$ _____	=	\$ _____
<b>YEAR ONE GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
89	Mop, Wet, 24 Ounces	1000 each	X	\$ _____	=	\$ _____
90	Mop, Wet, 24 Ounces, Replacement Cost	50 each	X	\$ _____	=	\$ _____
91	Mop, Wet, 16 Ounces	1200 each	X	\$ _____	=	\$ _____
92	Mop, Wet, 16 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
93	Mop, Wet, 32 Ounces	25 each	X	\$ _____	=	\$ _____
94	Mop, Wet, 32 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
YEAR ONE GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS						
95	Mop, Water Emulsion, 24" x 5"	50 each	X	\$_____	=	\$_____
96	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
97	Mop, Water Emulsion, 48" x 5"	50 each	X	\$_____	=	\$_____
98	Mop, Water Emulsion, 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
99	Mop, Dust, Handle, Replacement Cost if lost by City	25 each	X	\$_____	=	\$_____
100	Mop, Wet, Handle Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
101	Handle, Tandem, 36", Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
102	Replacement cost for 48" Tandem Handle, if lost by City	1 each	X	\$_____	=	\$_____
	TOTAL GROUP IIC			\$_____		
	YEAR ONE GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS					
103	Mat, Dust, Chemically Treated, Minimum 24"x 36"	400 each	X	\$_____	=	\$_____
104	Mat, Dust, Chemically Treated, Minimum 24"x 36", Replacement Cost	20 each	X	\$_____	=	\$_____
105	Mat, Dust, Chemically Treated, Minimum 48"x 72",	10,000 each	X	\$_____	=	\$_____
106	Mat, Dust, Chemically Treated, Minimum 48"x 72", Replacement Cost	90 each	X	\$_____	=	\$_____
107	Mat, Dust, Chemically Treated, Minimum 36"x 60"	18,000 each	X	\$_____	=	\$_____
108	Mat, Dust, Chemically Treated, Minimum 36"x 60", Replacement Cost	70 each	X	\$_____	=	\$_____
109	Mat, Dust, Chemically Treated, Minimum 36"x 120"	1,100 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR ONE GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS</b>					
110	Mat, Dust, Chemically Treated, Minimum 36"x 120", Replacement Cost	16 each	X	\$ _____	=	\$ _____
111	Mat, Dirt, (Outside) Minimum 36"x 48"	1,400 each	X	\$ _____	=	\$ _____
112	Mat, Dirt, (Outside) Minimum 36"x 48", Replacement Cost	30 each	X	\$ _____	=	\$ _____
113	Mat, Scraper 3' X 5' (four mats)	1040 each	X	\$ _____	=	\$ _____
114	Mat, Scraper 3' X 5' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
115	Mat, Track Control, 3' x 4' (four mats)	1040 each	X	\$ _____	=	\$ _____
116	Mat, Track Control, 3' x 4' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IID</b>			\$ _____		
	<b>TOTAL YEAR ONE GROUP II A-D</b>			\$ _____		

**GROUP III, IN ACCORDANCE WITH SPECIFICATION PART III "OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION"**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR ONE GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
117	Towel, Medium Bath, Terry Cloth, 20" x 40"	5,000 each	X	\$ _____	=	\$ _____
118	Towel, Medium Bath, Terry Cloth, 20" x 40", Replacement Cost	15 each	X	\$ _____	=	\$ _____
119	Smockette or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
120	Smockette or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
121	Coat, Laboratory	10,000 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR ONE GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
122	Coat, Laboratory, Replacement Cost	50 each	X	\$ _____	=	\$ _____
123	Bag, Bio Hazard	300 each	X	\$ _____	=	\$ _____
124	Bag, Bio Hazard, Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIIA</b>			\$ _____		
	<b>GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
125	Mop, Framed Approximately 18" x 5"	28 each	X	\$ _____	=	\$ _____
126	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
127	Mop, Unframed Approximately 18" x 5"	10 each	X	\$ _____	=	\$ _____
128	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
129	Mop, <b>Framed</b> , Approximately 24" x 5"	1,000 each	X	\$ _____	=	\$ _____
130	Mop, <b>Framed</b> , Approximately 24" x 5", Replacement Cost	40 each	X	\$ _____	=	\$ _____
131	Mop, <b>Unframed</b> , Approximately 24" x 5"	1 each	X	\$ _____	=	\$ _____
132	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
133	Mop, <b>Framed</b> Approximately 36" x 5"	40 each	X	\$ _____	=	\$ _____
134	Mop, <b>Framed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
135	Mop, <b>Unframed</b> Approximately 36" x 5"	10 each	X	\$ _____	=	\$ _____
136	Mop, <b>Unframed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR ONE - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
137	Mop, <b>Framed</b> Approximately 48" X 5"	300 each	X	\$ _____	=	\$ _____
138	Mop, <b>Framed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
139	Mop, <b>Unframed</b> Approximately 48" X 5"	1 each	X	\$ _____	=	\$ _____
140	Mop, <b>Unframed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
141	Mop, Wet, 24 Ounces	25 each	X	\$ _____	=	\$ _____
142	Mop, Wet, 24 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
143	Mop, Wet 16 Ounces	25 each	X	\$ _____	=	\$ _____
144	Mop, Wet 16 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
145	Mop, Wet 32 Ounces	25 each	X	\$ _____	=	\$ _____
146	Mop, Wet 32 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
147	Mop, Water Emulsion, 24" x 5"	25 each	X	\$ _____	=	\$ _____
148	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
149	Mop, Water Emulsion 48" x 5"	25 each	X	\$ _____	=	\$ _____
150	Mop, Water Emulsion 48" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
151	Mop, Dust, Handle, Replacement Cost for Dust Mop Handle, if lost by City	15 each	X	\$ _____	=	\$ _____
152	Mop, Wet, Handle, Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
153	Mop, Dust, Handle 36" Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	YEAR ONE - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS					
154	Mop, Wet, Handle, 48” Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIB			\$ _____		
GROUP IIIC – MATS IN ACCORDANCE WITH SPECIFICATIONS						
155	Mat, Dust, Chemically Treated, Minimum 24”x 36”	400 each	X	\$ _____	=	\$ _____
156	Mat, Dust, Chemically Treated, Minimum 24”x 36”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
157	Mat, Dust Chemically Treated, Minimum 48”x 72”	1000 each	X	\$ _____	=	\$ _____
158	Mat, Dust Chemically Treated, Minimum 48”x 72”, Replacement Cost	40 each	X	\$ _____	=	\$ _____
159	Mat, Dust, Chemically Treated, Minimum 36”x 60”	1,500 each	X	\$ _____	=	\$ _____
160	Mat, Dust, Chemically Treated, Minimum 36”x 60”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
161	Mat , Dust, Chemically Treated, Minimum 36”x 120”	150 each	X	\$ _____	=	\$ _____
162	Mat , Dust, Chemically Treated, Minimum 36”x 120”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
163	Mat, Dirt (Outside) Approx. Minimum 36”x 48”	220 each	X	\$ _____	=	\$ _____
164	Mat, Dirt (Outside) Approx. Minimum 36”x 48”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIC			\$ _____		
	TOTAL YEAR ONE GROUP III A-C			\$ _____		



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
-------------	-------------	-----------	---	------------	---	----------

165	MINIMUM DELIVERY CHARGE GROUPS II & III IN ACCORDANCE WITH SPECIFICATIONS	800 each	X	\$ _____	=	\$ _____
-----	---	----------	---	----------	---	----------

**TOTAL YEAR ONE, GROUP I** \$ \_\_\_\_\_

**TOTAL YEAR ONE, GROUP II** \$ \_\_\_\_\_

**TOTAL YEAR ONE, GROUP III** \$ \_\_\_\_\_

**TOTAL YEAR ONE,  
Groups II and III  
MINIMUM DELIVERY CHARGE** \$ \_\_\_\_\_

**GRAND TOTAL YEAR ONE** \$ \_\_\_\_\_

## YEAR TWO

ANNUAL ESTIMATED QUANTITIES FOR UNIFORMS ARE DETERMINED BY USE OF THE FOLLOWING FORMULA:

(No. of Personnel) x (No. of Changes per week) x (No. of Weeks in the Year (52)) = Annual Estimated  
Quantity

NOTE: No. of changes - five (5) changes per week, Delivery-one (1) time per week.

\*Blazers and Vests based on one (1) change per week, delivery one (1) time per week.

The following quantities are estimates only, actual totals may vary.

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IA - UNIFORM, WORK, 65% POLYSTER, 35% COTTON IN ACCORDANCE WITH SPECIFICATIONS</b>						
1	Uniform, Work (Set)	154,700 changes	x	\$ _____	=	\$ _____
2	Shirt, Replacement Cost	650 each	X	\$ _____	=	\$ _____
3	Pant, Replacement Cost	650 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IA</b>					\$ _____
<b>GROUP IB - UNIFORM, WORK, 100% COTTON, DURABLE PRESS/NON DURABLE PRESS IN ACCORDANCE WITH SPECIFICATIONS</b>						
4	Uniform, Work (Set) Durable Press	36,660 changes	X	\$ _____	=	\$ _____
5	Uniform, Work (Set) Non-Durable Press	36,660 changes	X	\$ _____	=	\$ _____
6	Shirt, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
7	Pant, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
8	Shirt, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
9	Pant, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IB</b>					\$ _____
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
10	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____

YEAR TWO

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
11	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 65% Polyester, 35% Cotton	15,665 changes	x	\$ _____	=	\$ _____
12	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____
13	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 65% Polyester, 35% Cotton.	15,665 changes	x	\$ _____	=	\$ _____
14	Blazer, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
15	Vest, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
16	Skirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
17	Slack, Replacement Cost	132 each	x	\$ _____	=	\$ _____
18	Blouse, Replacement Cost	132 each	x	\$ _____	=	\$ _____
19	Shirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
20	Blazer, Replacement Cost	132 each	x	\$ _____	=	\$ _____
21	Vest, Replacement Cost	5 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IC</b>					\$ _____
<b>YEAR TWO GROUP ID – MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
22	Shirt, Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
23	Pant , Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
24	Shirt, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
<b>YEAR TWO GROUP ID – MIX AND</b>						

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
25	Pant, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
26	Shirt, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
27	Pant, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP ID</b>					<b>\$ _____</b>
<b>GROUP IE – MISCELLANEOUS (SMOCKS, COVERALLS, A-LINE DRESS) IN ACCORDANCE WITH SPECIFICATIONS</b>						
28	Smock, 65% Polyester, 35% Cotton	24,700 changes	x	\$ _____	=	\$ _____
29	Coverall, 65% Polyester, 35% Cotton	22,100 changes	x	\$ _____	=	\$ _____
30	Coverall, 100% Cotton	22,100 changes	x	\$ _____	=	\$ _____
31	Dress, A-Line, 65% Polyester, 35% Cotton	1,300 changes	x	\$ _____	=	\$ _____
32	Smock, Replacement Cost	165 each	x	\$ _____	=	\$ _____
33	Coverall, 65% Polyester, 35% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
34	Coverall, 100% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
35	Dress, A-Line , Replacement Cost	55 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					<b>\$ _____</b>
<b>GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
36	Uniform, Safety, Nomex IIIA	5,200 changes	x	\$ _____	=	\$ _____
37	Uniform, Safety, Indura Pro-Ban FR, 100% Cotton	5,200 changes	x	\$ _____	=	\$ _____
38	Coverall, Nomex IIIA	2,600 changes	x	\$ _____	=	\$ _____
<b>YEAR TWO GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH</b>						

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>SPECIFICATIONS</b>						
39	Coverall, Indura Pro-Ban FR, 100% Cotton,	2,600 changes	x	\$ _____	=	\$ _____
40	Shirt, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
41	Pant, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
42	Shirt, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
43	Pant, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
44	Coverall, Nomex IIIA, Replacement Cost	30 each	x	\$ _____	=	\$ _____
45	Coverall, Indura Pro-Ban FR, Replacement Cost	30 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					\$ _____

**TOTAL YEAR TWO GROUP I, A-F**

**\$ \_\_\_\_\_**

**ANNUAL ESTIMATED QUANTITIES FOR LINEN, TEXTILE AND MAINTENANCE SUPPLY RENTAL SERVICES:**

*The following quantities are estimates only, actual totals may vary.*

**YEAR TWO**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

46	Towel, Huck (Hand), 15" x 25",	20,000 each	X	\$ _____	=	\$ _____
47	Towel, Huck (Hand), 15" x 25", Replacement Cost	5,000 each	X	\$ _____	=	\$ _____
48	Towel, Bath Medium, Terry Cloth, 22" x 44"	5,000 each	X	\$ _____	=	\$ _____
49	Towel, Bath Medium, Terry Cloth, 22" x 44", Replacement Cost	15 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**YEAR TWO - GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

50	Towel, Bath Small, Terry, 16" x 27"	1000 each	X	\$ _____	=	\$ _____
51	Towel, Bath Small, Terry, 16" x 27", Replacement Cost	1 each	X	\$ _____	=	\$ _____
52	Towel, Huck Rolls, 40 Yard Length	1 roll	X	\$ _____	=	\$ _____
53	Towel, Huck Rolls, 40 Yard Length, Replacement Cost	1 each	X	\$ _____	=	\$ _____
54	Replacement Cost for Towel Cabinet, if damaged by City	1 each	X	\$ _____	=	\$ _____
55	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18"	30,000 each	X	\$ _____	=	\$ _____
56	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
57	Towel, Shop White, 18" x 18"	60,000 each	X	\$ _____	=	\$ _____
58	Towel, Shop White, 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
59	Towel Bath Large, 24X48"	4,000 each	X	\$ _____	=	\$ _____
60	Towel Bath Large, 24X48", Replacement Cost	1 each	X	\$ _____	=	\$ _____

**YEAR TWO GROUP IIA - TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

61	Cloth, Fender Cover, 36" x 60"	400 each	X	\$ _____	=	\$ _____
62	Cloth, Fender Cover, 36" x 60", Replacement Cost	10 each	X	\$ _____	=	\$ _____
63	Towel, Printing Blue, 100% Cotton Size 18" x 18"	5,000 each	X	\$ _____	=	\$ _____
64	Towel, Printing Blue, 100% Cotton Size 18" x 18" , Replacement Cost	6,000 each	X	\$ _____	=	\$ _____
65	Cloth Dust, 100% Cotton Size 18" x 30"	60 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
66	Cloth Dust, 100% Cotton Size 18" x 30", Replacement Cost	4,000 each	X	\$ _____	=	\$ _____

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

67	Towel, Terry, Utility	5,000 each	X	\$ _____	=	\$ _____
68	Towel, Terry, Utility, Replacement Cost	500 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIA</b>			\$ _____		

**GROUP IIB - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS**

69	Smockette, or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
70	Smockette, or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
71	Coat, Laboratory	7,500 each	X	\$ _____	=	\$ _____
72	Coat, Laboratory, Replacement Cost	400each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIB</b>			\$ _____		

**YEAR TWO GROUP IIC – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS**

73	Mop, <b>Framed</b> , Approximately 18" x 5"	1,500 each	X	\$ _____	=	\$ _____
74	Mop, <b>Framed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
75	Mop, <b>Unframed</b> , Approximately 18" x 5"	400 each	X	\$ _____	=	\$ _____
76	Mop, <b>Unframed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
77	Mop, <b>Framed</b> , Approximately 24" x 5"	5000 each	X	\$ _____	=	\$ _____
78	Mop, <b>Framed</b> , Approximately 24" x 5" , Replacement Cost	56 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR TWO GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
79	Mop, <b>Unframed</b> , Approximately 24" x 5"	400 each	X	\$ _____	=	\$ _____
80	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
81	Mop, <b>Framed</b> Approximately 36" x 5"	35,000 each	X	\$ _____	=	\$ _____
82	Mop, <b>Framed</b> , Approximately 36" x 5", Replacement Cost	225 each	X	\$ _____	=	\$ _____
83	Mop, <b>Unframed</b> , Approximately 36" x 5"	1 each	X	\$ _____	=	\$ _____
84	Mop, <b>Unframed</b> , Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
85	Mop, <b>Framed</b> , Approximately 48" X 5"	38,000 each	X	\$ _____	=	\$ _____
86	Mop, <b>Framed</b> , Approximately 48" X 5", Replacement Cost	150 each	X	\$ _____	=	\$ _____
87	Mop, <b>Unframed</b> , Approximately 48" X 5"	1000 each	X	\$ _____	=	\$ _____
88	Mop, <b>Unframed</b> , Approximately 48" X 5", Replacement cost	1 each	X	\$ _____	=	\$ _____
<b>YEAR TWO GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
89	Mop, Wet, 24 Ounces	1000 each	X	\$ _____	=	\$ _____
90	Mop, Wet, 24 Ounces, Replacement Cost	50 each	X	\$ _____	=	\$ _____
91	Mop, Wet, 16 Ounces	1200 each	X	\$ _____	=	\$ _____
92	Mop, Wet, 16 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
93	Mop, Wet, 32 Ounces	25 each	X	\$ _____	=	\$ _____
94	Mop, Wet, 32 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
YEAR TWO GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS						
95	Mop, Water Emulsion, 24" x 5"	50 each	X	\$_____	=	\$_____
96	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
97	Mop, Water Emulsion, 48" x 5"	50 each	X	\$_____	=	\$_____
98	Mop, Water Emulsion, 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
99	Mop, Dust, Handle, Replacement Cost if lost by City	25 each	X	\$_____	=	\$_____
100	Mop, Wet, Handle Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
101	Handle, Tandem, 36", Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
102	Replacement cost for 48" Tandem Handle, if lost by City	1 each	X	\$_____	=	\$_____
	TOTAL GROUP IIC			\$_____		
	YEAR TWO GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS					
103	Mat, Dust, Chemically Treated, Minimum 24"x 36"	400 each	X	\$_____	=	\$_____
104	Mat, Dust, Chemically Treated, Minimum 24"x 36", Replacement Cost	20 each	X	\$_____	=	\$_____
105	Mat, Dust, Chemically Treated, Minimum 48"x 72",	10,000 each	X	\$_____	=	\$_____
106	Mat, Dust, Chemically Treated, Minimum 48"x 72", Replacement Cost	90 each	X	\$_____	=	\$_____
107	Mat, Dust, Chemically Treated, Minimum 36"x 60"	18,000 each	X	\$_____	=	\$_____
108	Mat, Dust, Chemically Treated, Minimum 36"x 60", Replacement Cost	70 each	X	\$_____	=	\$_____
109	Mat, Dust, Chemically Treated, Minimum 36"x 120"	1,100 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR TWO GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS</b>					
110	Mat, Dust, Chemically Treated, Minimum 36"x 120", Replacement Cost	16 each	X	\$ _____	=	\$ _____
111	Mat, Dirt, (Outside) Minimum 36"x 48"	1,400 each	X	\$ _____	=	\$ _____
112	Mat, Dirt, (Outside) Minimum 36"x 48", Replacement Cost	30 each	X	\$ _____	=	\$ _____
113	Mat, Scraper 3' X 5' (four mats)	1040 each	X	\$ _____	=	\$ _____
114	Mat, Scraper 3' X 5' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
115	Mat, Track Control, 3' x 4' (four mats)	1040 each	X	\$ _____	=	\$ _____
116	Mat, Track Control, 3' x 4' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
				\$ _____		
	<b>TOTAL GROUP IID</b>			\$ _____		
	<b>TOTAL YEAR TWO GROUP II A-D</b>			\$ _____		

**GROUP III, IN ACCORDANCE WITH SPECIFICATION PART III "OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION"**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR TWO GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
117	Towel, Medium Bath, Terry Cloth, 20" x 40"	5,000 each	X	\$ _____	=	\$ _____
118	Towel, Medium Bath, Terry Cloth, 20" x 40", Replacement Cost	15 each	X	\$ _____	=	\$ _____
119	Smockette or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
120	Smockette or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
121	Coat, Laboratory	10,000 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR TWO GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
122	Coat, Laboratory, Replacement Cost	50 each	X	\$ _____	=	\$ _____
123	Bag, Bio Hazard	300 each	X	\$ _____	=	\$ _____
124	Bag, Bio Hazard, Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIIA</b>			\$ _____		
	<b>GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
125	Mop, Framed Approximately 18" x 5"	28 each	X	\$ _____	=	\$ _____
126	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
127	Mop, Unframed Approximately 18" x 5"	10 each	X	\$ _____	=	\$ _____
128	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
129	Mop, <b>Framed</b> , Approximately 24" x 5"	1,000 each	X	\$ _____	=	\$ _____
130	Mop, <b>Framed</b> , Approximately 24" x 5", Replacement Cost	40 each	X	\$ _____	=	\$ _____
131	Mop, <b>Unframed</b> , Approximately 24" x 5"	1 each	X	\$ _____	=	\$ _____
132	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
133	Mop, <b>Framed</b> Approximately 36" x 5"	40 each	X	\$ _____	=	\$ _____
134	Mop, <b>Framed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
135	Mop, <b>Unframed</b> Approximately 36" x 5"	10 each	X	\$ _____	=	\$ _____
136	Mop, <b>Unframed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR TWO - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
137	Mop, <b>Framed</b> Approximately 48" X 5"	300 each	X	\$ _____	=	\$ _____
138	Mop, <b>Framed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
139	Mop, <b>Unframed</b> Approximately 48" X 5"	1 each	X	\$ _____	=	\$ _____
140	Mop, <b>Unframed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
141	Mop, Wet, 24 Ounces	25 each	X	\$ _____	=	\$ _____
142	Mop, Wet, 24 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
143	Mop, Wet 16 Ounces	25 each	X	\$ _____	=	\$ _____
144	Mop, Wet 16 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
145	Mop, Wet 32 Ounces	25 each	X	\$ _____	=	\$ _____
146	Mop, Wet 32 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
147	Mop, Water Emulsion, 24" x 5"	25 each	X	\$ _____	=	\$ _____
148	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
149	Mop, Water Emulsion 48" x 5"	25 each	X	\$ _____	=	\$ _____
150	Mop, Water Emulsion 48" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
151	Mop, Dust, Handle, Replacement Cost for Dust Mop Handle, if lost by City	15 each	X	\$ _____	=	\$ _____
152	Mop, Wet, Handle, Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
153	Mop, Dust, Handle 36" Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	YEAR TWO - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS					
154	Mop, Wet, Handle, 48” Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIB			\$ _____		
GROUP IIIC – MATS IN ACCORDANCE WITH SPECIFICATIONS						
155	Mat, Dust, Chemically Treated, Minimum 24”x 36”	400 each	X	\$ _____	=	\$ _____
156	Mat, Dust, Chemically Treated, Minimum 24”x 36”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
157	Mat, Dust Chemically Treated, Minimum 48”x 72”	1000 each	X	\$ _____	=	\$ _____
158	Mat, Dust Chemically Treated, Minimum 48”x 72”, Replacement Cost	40 each	X	\$ _____	=	\$ _____
159	Mat, Dust, Chemically Treated, Minimum 36”x 60”	1,500 each	X	\$ _____	=	\$ _____
160	Mat, Dust, Chemically Treated, Minimum 36”x 60”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
161	Mat , Dust, Chemically Treated, Minimum 36”x 120”	150 each	X	\$ _____	=	\$ _____
162	Mat , Dust, Chemically Treated, Minimum 36”x 120”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
163	Mat, Dirt (Outside) Approx. Minimum 36”x 48”	220 each	X	\$ _____	=	\$ _____
164	Mat, Dirt (Outside) Approx. Minimum 36”x 48”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIC			\$ _____		
	TOTAL YEAR TWO GROUP III A-C			\$ _____		

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

165	MINIMUM DELIVERY CHARGE GROUPS II & III IN ACCORDANCE WITH SPECIFICATIONS	800 each	X	\$ _____	=	\$ _____
-----	--	----------	---	----------	---	----------

**TOTAL YEAR TWO, GROUP I** \$ \_\_\_\_\_

**TOTAL YEAR TWO, GROUP II** \$ \_\_\_\_\_

**TOTAL YEAR TWO, GROUP III** \$ \_\_\_\_\_

**TOTAL YEAR TWO,  
Groups II & III  
MINIMUM DELIVERY CHARGE** \$ \_\_\_\_\_

**GRAND TOTAL YEAR TWO** \$ \_\_\_\_\_

## YEAR THREE

ANNUAL ESTIMATED QUANTITIES FOR UNIFORMS ARE DETERMINED BY USE OF THE FOLLOWING FORMULA:

(No. of Personnel) x (No. of Changes per week) x (No. of Weeks in the Year (52)) = Annual Estimated Quantity

NOTE: No. of changes - five (5) changes per week, Delivery-one (1) time per week.

\*Blazers and Vests based on one (1) change per week, delivery one (1) time per week.

The following quantities are estimates only, actual totals may vary.

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IA - UNIFORM, WORK, 65% POLYSTER, 35% COTTON IN ACCORDANCE WITH SPECIFICATIONS</b>						
1	Uniform, Work (Set)	154,700 changes	x	\$ _____	=	\$ _____
2	Shirt, Replacement Cost	650 each	X	\$ _____	=	\$ _____
3	Pant, Replacement Cost	650 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IA</b>					\$ _____
<b>GROUP IB - UNIFORM, WORK, 100% COTTON, DURABLE PRESS/NON DURABLE PRESS IN ACCORDANCE WITH SPECIFICATIONS</b>						
4	Uniform, Work (Set) Durable Press	36,660 changes	X	\$ _____	=	\$ _____
5	Uniform, Work (Set) Non-Durable Press	36,660 changes	X	\$ _____	=	\$ _____
6	Shirt, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
7	Pant, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
8	Shirt, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
9	Pant, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IB</b>					\$ _____
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
10	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____

**YEAR THREE**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
11	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 65% Polyester, 35% Cotton	15,665 changes	x	\$ _____	=	\$ _____
12	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____
13	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 65% Polyester, 35% Cotton.	15,665 changes	x	\$ _____	=	\$ _____
14	Blazer, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
15	Vest, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
16	Skirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
17	Slack, Replacement Cost	132 each	x	\$ _____	=	\$ _____
18	Blouse, Replacement Cost	132 each	x	\$ _____	=	\$ _____
19	Shirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
20	Blazer, Replacement Cost	132 each	x	\$ _____	=	\$ _____
21	Vest, Replacement Cost	5 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IC</b>					\$ _____

**YEAR THREE GROUP ID – MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS**

22	Shirt, Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
23	Pant , Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
24	Shirt, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR THREE GROUP ID – MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
25	Pant, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
26	Shirt, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
27	Pant, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP ID</b>					<b>\$ _____</b>
<b>GROUP IE – MISCELLANEOUS (SMOCKS, COVERALLS, A-LINE DRESS) IN ACCORDANCE WITH SPECIFICATIONS</b>						
28	Smock, 65% Polyester, 35% Cotton	24,700 changes	x	\$ _____	=	\$ _____
29	Coverall, 65% Polyester, 35% Cotton	22,100 changes	x	\$ _____	=	\$ _____
30	Coverall, 100% Cotton	22,100 changes	x	\$ _____	=	\$ _____
31	Dress, A-Line, 65% Polyester, 35% Cotton	1,300 changes	x	\$ _____	=	\$ _____
32	Smock, Replacement Cost	165 each	x	\$ _____	=	\$ _____
33	Coverall, 65% Polyester, 35% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
34	Coverall, 100% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
35	Dress, A-Line , Replacement Cost	55 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					<b>\$ _____</b>
<b>GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
36	Uniform, Safety, Nomex IIIA	5,200 changes	x	\$ _____	=	\$ _____
37	Uniform, Safety, Indura Pro-Ban FR, 100% Cotton	5,200 changes	x	\$ _____	=	\$ _____
38	Coverall, Nomex IIIA	2,600 changes	x	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR THREE GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
39	Coverall, Indura Pro-Ban FR, 100% Cotton,	2,600 changes	x	\$ _____	=	\$ _____
40	Shirt, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
41	Pant, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
42	Shirt, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
43	Pant, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
44	Coverall, Nomex IIIA, Replacement Cost	30 each	x	\$ _____	=	\$ _____
45	Coverall, Indura Pro-Ban FR, Replacement Cost	30 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					\$ _____

**TOTAL YEAR THREE GROUP I, A-F**

**\$ \_\_\_\_\_**

**ANNUAL ESTIMATED QUANTITIES FOR LINEN, TEXTILE AND MAINTENANCE SUPPLY RENTAL SERVICES:**

*The following quantities are estimates only, actual totals may vary.*

**YEAR THREE**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

46	Towel, Huck (Hand), 15" x 25",	20,000 each	X	\$ _____	=	\$ _____
47	Towel, Huck (Hand), 15" x 25", Replacement Cost	5,000 each	X	\$ _____	=	\$ _____
48	Towel, Bath Medium, Terry Cloth, 22" x 44"	5,000 each	X	\$ _____	=	\$ _____
49	Towel, Bath Medium, Terry Cloth, 22" x 44", Replacement Cost	15 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**YEAR THREE - GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

50	Towel, Bath Small, Terry, 16" x 27"	1000 each	X	\$ _____	=	\$ _____
51	Towel, Bath Small, Terry, 16" x 27", Replacement Cost	1 each	X	\$ _____	=	\$ _____
52	Towel, Huck Rolls, 40 Yard Length	1 roll	X	\$ _____	=	\$ _____
53	Towel, Huck Rolls, 40 Yard Length, Replacement Cost	1 each	X	\$ _____	=	\$ _____
54	Replacement Cost for Towel Cabinet, if damaged by City	1 each	X	\$ _____	=	\$ _____
55	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18"	30,000 each	X	\$ _____	=	\$ _____
56	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
57	Towel, Shop White, 18" x 18"	60,000 each	X	\$ _____	=	\$ _____
58	Towel, Shop White, 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
59	Towel Bath Large, 24X48"	4,000 each	X	\$ _____	=	\$ _____
60	Towel Bath Large, 24X48", Replacement Cost	1 each	X	\$ _____	=	\$ _____

**YEAR THREE GROUP IIA - TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

61	Cloth, Fender Cover, 36" x 60"	400 each	X	\$ _____	=	\$ _____
62	Cloth, Fender Cover, 36" x 60", Replacement Cost	10 each	X	\$ _____	=	\$ _____
63	Towel, Printing Blue, 100% Cotton Size 18" x 18"	5,000 each	X	\$ _____	=	\$ _____
64	Towel, Printing Blue, 100% Cotton Size 18" x 18" , Replacement Cost	6,000 each	X	\$ _____	=	\$ _____
65	Cloth Dust, 100% Cotton Size 18" x 30"	60 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
66	Cloth Dust, 100% Cotton Size 18" x 30", Replacement Cost	4,000 each	X	\$ _____	=	\$ _____

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

67	Towel, Terry, Utility	5,000 each	X	\$ _____	=	\$ _____
68	Towel, Terry, Utility, Replacement Cost	500 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIA</b>			\$ _____		

**GROUP IIB - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS**

69	Smockette, or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
70	Smockette, or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
71	Coat, Laboratory	7,500 each	X	\$ _____	=	\$ _____
72	Coat, Laboratory, Replacement Cost	400each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIB</b>			\$ _____		

**YEAR THREE GROUP IIC – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS**

73	Mop, <b>Framed</b> , Approximately 18" x 5"	1,500 each	X	\$ _____	=	\$ _____
74	Mop, <b>Framed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
75	Mop, <b>Unframed</b> , Approximately 18" x 5"	400 each	X	\$ _____	=	\$ _____
76	Mop, <b>Unframed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
77	Mop, <b>Framed</b> , Approximately 24" x 5"	5000 each	X	\$ _____	=	\$ _____
78	Mop, <b>Framed</b> , Approximately 24" x 5" , Replacement Cost	56 each	X	\$ _____	=	\$ _____

**YEAR THREE GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
79	Mop, <b>Unframed</b> , Approximately 24" x 5"	400 each	X	\$_____	=	\$_____
80	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
81	Mop, <b>Framed</b> Approximately 36" x 5"	35,000 each	X	\$_____	=	\$_____
82	Mop, <b>Framed</b> , Approximately 36" x 5", Replacement Cost	225 each	X	\$_____	=	\$_____
83	Mop, <b>Unframed</b> , Approximately 36" x 5"	1 each	X	\$_____	=	\$_____
84	Mop, <b>Unframed</b> , Approximately 36" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
85	Mop, <b>Framed</b> , Approximately 48" X 5"	38,000 each	X	\$_____	=	\$_____
86	Mop, <b>Framed</b> , Approximately 48" X 5", Replacement Cost	150 each	X	\$_____	=	\$_____
87	Mop, <b>Unframed</b> , Approximately 48" X 5"	1000 each	X	\$_____	=	\$_____
88	Mop, <b>Unframed</b> , Approximately 48" X 5", Replacement cost	1 each	X	\$_____	=	\$_____
<b>YEAR THREE GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
89	Mop, Wet, 24 Ounces	1000 each	X	\$_____	=	\$_____
90	Mop, Wet, 24 Ounces, Replacement Cost	50 each	X	\$_____	=	\$_____
91	Mop, Wet, 16 Ounces	1200 each	X	\$_____	=	\$_____
92	Mop, Wet, 16 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
93	Mop, Wet, 32 Ounces	25 each	X	\$_____	=	\$_____
94	Mop, Wet, 32 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
YEAR THREE GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS						
95	Mop, Water Emulsion, 24" x 5"	50 each	X	\$_____	=	\$_____
96	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
97	Mop, Water Emulsion, 48" x 5"	50 each	X	\$_____	=	\$_____
98	Mop, Water Emulsion, 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
99	Mop, Dust, Handle, Replacement Cost if lost by City	25 each	X	\$_____	=	\$_____
100	Mop, Wet, Handle Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
101	Handle, Tandem, 36", Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
102	Replacement cost for 48" Tandem Handle, if lost by City	1 each	X	\$_____	=	\$_____
	TOTAL GROUP IIC			\$_____		
	YEAR THREE GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS					
103	Mat, Dust, Chemically Treated, Minimum 24"x 36"	400 each	X	\$_____	=	\$_____
104	Mat, Dust, Chemically Treated, Minimum 24"x 36", Replacement Cost	20 each	X	\$_____	=	\$_____
105	Mat, Dust, Chemically Treated, Minimum 48"x 72",	10,000 each	X	\$_____	=	\$_____
106	Mat, Dust, Chemically Treated, Minimum 48"x 72", Replacement Cost	90 each	X	\$_____	=	\$_____
107	Mat, Dust, Chemically Treated, Minimum 36"x 60"	18,000 each	X	\$_____	=	\$_____
108	Mat, Dust, Chemically Treated, Minimum 36"x 60", Replacement Cost	70 each	X	\$_____	=	\$_____
109	Mat, Dust, Chemically Treated, Minimum 36"x 120"	1,100 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR THREE GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS</b>					
110	Mat, Dust, Chemically Treated, Minimum 36"x 120", Replacement Cost	16 each	X	\$ _____	=	\$ _____
111	Mat, Dirt, (Outside) Minimum 36"x 48"	1,400 each	X	\$ _____	=	\$ _____
112	Mat, Dirt, (Outside) Minimum 36"x 48", Replacement Cost	30 each	X	\$ _____	=	\$ _____
113	Mat, Scraper 3' X 5' (four mats)	1040 each	X	\$ _____	=	\$ _____
114	Mat, Scraper 3' X 5' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
115	Mat, Track Control, 3' x 4' (four mats)	1040 each	X	\$ _____	=	\$ _____
116	Mat, Track Control, 3' x 4' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IID</b>			\$ _____		
	<b>TOTAL YEAR THREE GROUP II A-D</b>			\$ _____		

**GROUP III, IN ACCORDANCE WITH SPECIFICATION PART III "OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION"**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR THREE GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
117	Towel, Medium Bath, Terry Cloth, 20" x 40"	5,000 each	X	\$ _____	=	\$ _____
118	Towel, Medium Bath, Terry Cloth, 20" x 40", Replacement Cost	15 each	X	\$ _____	=	\$ _____
119	Smockette or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
120	Smockette or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
121	Coat, Laboratory	10,000 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR THREE GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
122	Coat, Laboratory, Replacement Cost	50 each	X	\$_____	=	\$_____
123	Bag, Bio Hazard	300 each	X	\$_____	=	\$_____
124	Bag, Bio Hazard, Replacement Cost	1 each	X	\$_____	=	\$_____
	<b>TOTAL GROUP IIIA</b>			\$_____		
	<b>GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
125	Mop, Framed Approximately 18" x 5"	28 each	X	\$_____	=	\$_____
126	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
127	Mop, Unframed Approximately 18" x 5"	10 each	X	\$_____	=	\$_____
128	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
129	Mop, <b>Framed</b> , Approximately 24" x 5"	1,000 each	X	\$_____	=	\$_____
130	Mop, <b>Framed</b> , Approximately 24" x 5", Replacement Cost	40 each	X	\$_____	=	\$_____
131	Mop, <b>Unframed</b> , Approximately 24" x 5"	1 each	X	\$_____	=	\$_____
132	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
133	Mop, <b>Framed</b> Approximately 36" x 5"	40 each	X	\$_____	=	\$_____
134	Mop, <b>Framed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
135	Mop, <b>Unframed</b> Approximately 36" x 5"	10 each	X	\$_____	=	\$_____
136	Mop, <b>Unframed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR THREE - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
137	Mop, <b>Framed</b> Approximately 48" X 5"	300 each	X	\$_____	=	\$_____
138	Mop, <b>Framed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$_____	=	\$_____
139	Mop, <b>Unframed</b> Approximately 48" X 5"	1 each	X	\$_____	=	\$_____
140	Mop, <b>Unframed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$_____	=	\$_____
141	Mop, Wet, 24 Ounces	25 each	X	\$_____	=	\$_____
142	Mop, Wet, 24 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
143	Mop, Wet 16 Ounces	25 each	X	\$_____	=	\$_____
144	Mop, Wet 16 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
145	Mop, Wet 32 Ounces	25 each	X	\$_____	=	\$_____
146	Mop, Wet 32 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
147	Mop, Water Emulsion, 24" x 5"	25 each	X	\$_____	=	\$_____
148	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
149	Mop, Water Emulsion 48" x 5"	25 each	X	\$_____	=	\$_____
150	Mop, Water Emulsion 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
151	Mop, Dust, Handle, Replacement Cost for Dust Mop Handle, if lost by City	15 each	X	\$_____	=	\$_____
152	Mop, Wet, Handle, Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
153	Mop, Dust, Handle 36" Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	YEAR THREE - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS					
154	Mop, Wet, Handle, 48” Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIB			\$ _____		
GROUP IIIC – MATS IN ACCORDANCE WITH SPECIFICATIONS						
155	Mat, Dust, Chemically Treated, Minimum 24”x 36”	400 each	X	\$ _____	=	\$ _____
156	Mat, Dust, Chemically Treated, Minimum 24”x 36”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
157	Mat, Dust Chemically Treated, Minimum 48”x 72”	1000 each	X	\$ _____	=	\$ _____
158	Mat, Dust Chemically Treated, Minimum 48”x 72”, Replacement Cost	40 each	X	\$ _____	=	\$ _____
159	Mat, Dust, Chemically Treated, Minimum 36”x 60”	1,500 each	X	\$ _____	=	\$ _____
160	Mat, Dust, Chemically Treated, Minimum 36”x 60”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
161	Mat , Dust, Chemically Treated, Minimum 36”x 120”	150 each	X	\$ _____	=	\$ _____
162	Mat , Dust, Chemically Treated, Minimum 36”x 120”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
163	Mat, Dirt (Outside) Approx. Minimum 36”x 48”	220 each	X	\$ _____	=	\$ _____
164	Mat, Dirt (Outside) Approx. Minimum 36”x 48”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIC			\$ _____		
	TOTAL YEAR THREE GROUP III A-C			\$ _____		

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
-------------	-------------	-----------	---	------------	---	----------

165	MINIMUM DELIVERY CHARGE GROUPS II & III IN ACCORDANCE WITH SPECIFICATIONS	800 each	X	\$ _____	=	\$ _____
-----	---	----------	---	----------	---	----------

**TOTAL YEAR THREE, GROUP I**                      \$ \_\_\_\_\_

**TOTAL YEAR THREE, GROUP II**                      \$ \_\_\_\_\_

**TOTAL YEAR THREE, GROUP III**                      \$ \_\_\_\_\_

**TOTAL YEAR THREE  
GROUPS II & III  
MINIMUM DELIVERY CHARGE**                      \$ \_\_\_\_\_

**GRAND TOTAL YEAR THREE**                      \$ \_\_\_\_\_

## YEAR FOUR (OPTION YEAR ONE)

ANNUAL ESTIMATED QUANTITIES FOR UNIFORMS ARE DETERMINED BY USE OF THE FOLLOWING FORMULA:

(No. of Personnel) x (No. of Changes per week) x (No. of Weeks in the Year (52)) = Annual Estimated Quantity

NOTE: No. of changes - five (5) changes per week, Delivery-one (1) time per week.

\*Blazers and Vests based on one (1) change per week, delivery one (1) time per week.

The following quantities are estimates only, actual totals may vary.

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IA - UNIFORM, WORK, 65% POLYSTER, 35% COTTON IN ACCORDANCE WITH SPECIFICATIONS</b>						
1	Uniform, Work (Set)	154,700 changes	x	\$ _____	=	\$ _____
2	Shirt, Replacement Cost	650 each	X	\$ _____	=	\$ _____
3	Pant, Replacement Cost	650 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IA</b>					\$ _____
<b>GROUP IB - UNIFORM, WORK, 100% COTTON, DURABLE PRESS/NON DURABLE PRESS IN ACCORDANCE WITH SPECIFICATIONS</b>						
4	Uniform, Work (Set) Durable Press	36,660 changes	X	\$ _____	=	\$ _____
5	Uniform, Work (Set) Non-Durable Press	36,660 changes	X	\$ _____	=	\$ _____
6	Shirt, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
7	Pant, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
8	Shirt, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
9	Pant, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IB</b>					\$ _____
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
10	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____

**YEAR FOUR (OPTION YEAR ONE)**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
11	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 65% Polyester, 35% Cotton	15,665 changes	x	\$ _____	=	\$ _____
12	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____
13	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 65% Polyester, 35% Cotton.	15,665 changes	x	\$ _____	=	\$ _____
14	Blazer, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
15	Vest, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
16	Skirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
17	Slack, Replacement Cost	132 each	x	\$ _____	=	\$ _____
18	Blouse, Replacement Cost	132 each	x	\$ _____	=	\$ _____
19	Shirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
20	Blazer, Replacement Cost	132 each	x	\$ _____	=	\$ _____
21	Vest, Replacement Cost	5 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IC</b>					\$ _____

**YEAR FOUR (OPTION YEAR ONE) GROUP ID – MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS**

22	Shirt, Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
23	Pant , Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
24	Shirt, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR FOUR (OPTION YEAR ONE) GROUP ID MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
25	Pant, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
26	Shirt, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
27	Pant, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP ID</b>					<b>\$ _____</b>
<b>GROUP IE – MISCELLANEOUS (SMOCKS, COVERALLS, A-LINE DRESS) IN ACCORDANCE WITH SPECIFICATIONS</b>						
28	Smock, 65% Polyester, 35% Cotton	24,700 changes	x	\$ _____	=	\$ _____
29	Coverall, 65% Polyester, 35% Cotton	22,100 changes	x	\$ _____	=	\$ _____
30	Coverall, 100% Cotton	22,100 changes	x	\$ _____	=	\$ _____
31	Dress, A-Line, 65% Polyester, 35% Cotton	1,300 changes	x	\$ _____	=	\$ _____
32	Smock, Replacement Cost	165 each	x	\$ _____	=	\$ _____
33	Coverall, 65% Polyester, 35% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
34	Coverall, 100% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
35	Dress, A-Line , Replacement Cost	55 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					<b>\$ _____</b>
<b>GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
36	Uniform, Safety, Nomex IIIA	5,200 changes	x	\$ _____	=	\$ _____
37	Uniform, Safety, Indura Pro-Ban FR, 100% Cotton	5,200 changes	x	\$ _____	=	\$ _____
38	Coverall, Nomex IIIA	2,600 changes	x	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR FOUR (OPTION YEAR ONE) GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
39	Coverall, Indura Pro-Ban FR, 100% Cotton,	2,600 changes	x	\$ _____	=	\$ _____
40	Shirt, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
41	Pant, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
42	Shirt, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
43	Pant, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
44	Coverall, Nomex IIIA, Replacement Cost	30 each	x	\$ _____	=	\$ _____
45	Coverall, Indura Pro-Ban FR, Replacement Cost	30 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					<b>\$ _____</b>

**TOTAL YEAR FOUR (OPTION YEAR ONE) GROUP I, A-F      \$ \_\_\_\_\_**

**ANNUAL ESTIMATED QUANTITIES FOR LINEN, TEXTILE AND MAINTENANCE SUPPLY RENTAL SERVICES:**

*The following quantities are estimates only, actual totals may vary.*

**YEAR FOUR (OPTION YEAR ONE)**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

46	Towel, Huck (Hand), 15" x 25",	20,000 each	X	\$ _____	=	\$ _____
47	Towel, Huck (Hand), 15" x 25", Replacement Cost	5,000 each	X	\$ _____	=	\$ _____
48	Towel, Bath Medium, Terry Cloth, 22" x 44"	5,000 each	X	\$ _____	=	\$ _____
49	Towel, Bath Medium, Terry Cloth, 22" x 44", Replacement Cost	15 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**YEAR FOUR (OPTION YEAR ONE) - GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

50	Towel, Bath Small, Terry, 16" x 27"	1000 each	X	\$ _____	=	\$ _____
51	Towel, Bath Small, Terry, 16" x 27", Replacement Cost	1 each	X	\$ _____	=	\$ _____
52	Towel, Huck Rolls, 40 Yard Length	1 roll	X	\$ _____	=	\$ _____
53	Towel, Huck Rolls, 40 Yard Length, Replacement Cost	1 each	X	\$ _____	=	\$ _____
54	Replacement Cost for Towel Cabinet, if damaged by City	1 each	X	\$ _____	=	\$ _____
55	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18"	30,000 each	X	\$ _____	=	\$ _____
56	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
57	Towel, Shop White, 18" x 18"	60,000 each	X	\$ _____	=	\$ _____
58	Towel, Shop White, 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
59	Towel Bath Large, 24X48"	4,000 each	X	\$ _____	=	\$ _____
60	Towel Bath Large, 24X48", Replacement Cost	1 each	X	\$ _____	=	\$ _____

**YEAR FOUR (OPTION YEAR ONE) GROUP IIA - TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

61	Cloth, Fender Cover, 36" x 60"	400 each	X	\$ _____	=	\$ _____
62	Cloth, Fender Cover, 36" x 60", Replacement Cost	10 each	X	\$ _____	=	\$ _____
63	Towel, Printing Blue, 100% Cotton Size 18" x 18"	5,000 each	X	\$ _____	=	\$ _____
64	Towel, Printing Blue, 100% Cotton Size 18" x 18" , Replacement Cost	6,000 each	X	\$ _____	=	\$ _____
65	Cloth Dust, 100% Cotton Size 18" x 30"	60 each	X	\$ _____	=	\$ _____



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
66	Cloth Dust, 100% Cotton Size 18" x 30", Replacement Cost	4,000 each	X	\$ _____	=	\$ _____

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

67	Towel, Terry, Utility	5,000 each	X	\$ _____	=	\$ _____
68	Towel, Terry, Utility, Replacement Cost	500 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIA</b>			\$ _____		

**GROUP IIB - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS**

69	Smockette, or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
70	Smockette, or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
71	Coat, Laboratory	7,500 each	X	\$ _____	=	\$ _____
72	Coat, Laboratory, Replacement Cost	400each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIB</b>			\$ _____		

**YEAR FOUR (OPTION YEAR ONE) GROUP IIC – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS**

73	Mop, <b>Framed</b> , Approximately 18" x 5"	1,500 each	X	\$ _____	=	\$ _____
74	Mop, <b>Framed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
75	Mop, <b>Unframed</b> , Approximately 18" x 5"	400 each	X	\$ _____	=	\$ _____
76	Mop, <b>Unframed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
77	Mop, <b>Framed</b> , Approximately 24" x 5"	5000 each	X	\$ _____	=	\$ _____
78	Mop, <b>Framed</b> , Approximately 24" x 5" , Replacement Cost	56 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR FOUR (OPTION YEAR ONE) GROUP IIC MOPS IN ACCORDANCE WITH SPECS</b>						
79	Mop, <b>Unframed</b> , Approximately 24" x 5"	400 each	X	\$_____	=	\$_____
80	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
81	Mop, <b>Framed</b> Approximately 36" x 5"	35,000 each	X	\$_____	=	\$_____
82	Mop, <b>Framed</b> , Approximately 36" x 5", Replacement Cost	225 each	X	\$_____	=	\$_____
83	Mop, <b>Unframed</b> , Approximately 36" x 5"	1 each	X	\$_____	=	\$_____
84	Mop, <b>Unframed</b> , Approximately 36" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
85	Mop, <b>Framed</b> , Approximately 48" X 5"	38,000 each	X	\$_____	=	\$_____
86	Mop, <b>Framed</b> , Approximately 48" X 5", Replacement Cost	150 each	X	\$_____	=	\$_____
87	Mop, <b>Unframed</b> , Approximately 48" X 5"	1000 each	X	\$_____	=	\$_____
88	Mop, <b>Unframed</b> , Approximately 48" X 5", Replacement cost	1 each	X	\$_____	=	\$_____
<b>YEAR FOUR (OPTION YEAR ONE) GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
89	Mop, Wet, 24 Ounces	1000 each	X	\$_____	=	\$_____
90	Mop, Wet, 24 Ounces, Replacement Cost	50 each	X	\$_____	=	\$_____
91	Mop, Wet, 16 Ounces	1200 each	X	\$_____	=	\$_____
92	Mop, Wet, 16 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
93	Mop, Wet, 32 Ounces	25 each	X	\$_____	=	\$_____
94	Mop, Wet, 32 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
YEAR FOUR (OPTION YEAR ONE) GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS						
95	Mop, Water Emulsion, 24" x 5"	50 each	X	\$ _____	=	\$ _____
96	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
97	Mop, Water Emulsion, 48" x 5"	50 each	X	\$ _____	=	\$ _____
98	Mop, Water Emulsion, 48" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
99	Mop, Dust, Handle, Replacement Cost if lost by City	25 each	X	\$ _____	=	\$ _____
100	Mop, Wet, Handle Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
101	Handle, Tandem, 36", Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
102	Replacement cost for 48" Tandem Handle, if lost by City	1 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIC			\$ _____		
	YEAR FOUR (OPTION YEAR ONE) GROUP IID - MATS IN ACCORDANCE WITH SPECS					
103	Mat, Dust, Chemically Treated, Minimum 24"x 36"	400 each	X	\$ _____	=	\$ _____
104	Mat, Dust, Chemically Treated, Minimum 24"x 36", Replacement Cost	20 each	X	\$ _____	=	\$ _____
105	Mat, Dust, Chemically Treated, Minimum 48"x 72",	10,000 each	X	\$ _____	=	\$ _____
106	Mat, Dust, Chemically Treated, Minimum 48"x 72", Replacement Cost	90 each	X	\$ _____	=	\$ _____
107	Mat, Dust, Chemically Treated, Minimum 36"x 60"	18,000 each	X	\$ _____	=	\$ _____
108	Mat, Dust, Chemically Treated, Minimum 36"x 60", Replacement Cost	70 each	X	\$ _____	=	\$ _____
109	Mat, Dust, Chemically Treated, Minimum 36"x 120"	1,100 each	X	\$ _____	=	\$ _____
	YEAR FOUR (OPTION YEAR ONE) GROUP IID - MATS IN ACCORDANCE WITH SPECIFICATIONS					

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
110	Mat, Dust, Chemically Treated, Minimum 36"x 120", Replacement Cost	16 each	X	\$ _____	=	\$ _____
111	Mat, Dirt, (Outside) Minimum 36"x 48"	1,400 each	X	\$ _____	=	\$ _____
112	Mat, Dirt, (Outside) Minimum 36"x 48", Replacement Cost	30 each	X	\$ _____	=	\$ _____
113	Mat, Scraper 3' X 5' (four mats)	1040 each	X	\$ _____	=	\$ _____
114	Mat, Scraper 3' X 5' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
115	Mat, Track Control, 3' x 4' (four mats)	1040 each	X	\$ _____	=	\$ _____
116	Mat, Track Control, 3' x 4' (four mats), Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IID</b>			\$ _____		
	<b>TOTAL YEAR FOUR (OPTION YEAR ONE) GROUP II A-D</b>			\$ _____		

**GROUP III, IN ACCORDANCE WITH SPECIFICATION PART III "OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION"**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FOUR (OPTION YEAR ONE) GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
117	Towel, Medium Bath, Terry Cloth, 20" x 40"	5,000 each	X	\$ _____	=	\$ _____
118	Towel, Medium Bath, Terry Cloth, 20" x 40", Replacement Cost	15 each	X	\$ _____	=	\$ _____
119	Smockette or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
120	Smockette or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
121	Coat, Laboratory	10,000 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FOUR (OPTION YEAR ONE) GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
122	Coat, Laboratory, Replacement Cost	50 each	X	\$ _____	=	\$ _____
123	Bag, Bio Hazard	300 each	X	\$ _____	=	\$ _____
124	Bag, Bio Hazard, Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIIA</b>			\$ _____		
	<b>GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
125	Mop, Framed Approximately 18" x 5"	28 each	X	\$ _____	=	\$ _____
126	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
127	Mop, Unframed Approximately 18" x 5"	10 each	X	\$ _____	=	\$ _____
128	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
129	Mop, <b>Framed</b> , Approximately 24" x 5"	1,000 each	X	\$ _____	=	\$ _____
130	Mop, <b>Framed</b> , Approximately 24" x 5", Replacement Cost	40 each	X	\$ _____	=	\$ _____
131	Mop, <b>Unframed</b> , Approximately 24" x 5"	1 each	X	\$ _____	=	\$ _____
132	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
133	Mop, <b>Framed</b> Approximately 36" x 5"	40 each	X	\$ _____	=	\$ _____
134	Mop, <b>Framed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
135	Mop, <b>Unframed</b> Approximately 36" x 5"	10 each	X	\$ _____	=	\$ _____
136	Mop, <b>Unframed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FOUR (OPTION YEAR ONE) - GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
137	Mop, <b>Framed</b> Approximately 48" X 5"	300 each	X	\$_____	=	\$_____
138	Mop, <b>Framed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$_____	=	\$_____
139	Mop, <b>Unframed</b> Approximately 48" X 5"	1 each	X	\$_____	=	\$_____
140	Mop, <b>Unframed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$_____	=	\$_____
141	Mop, Wet, 24 Ounces	25 each	X	\$_____	=	\$_____
142	Mop, Wet, 24 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
143	Mop, Wet 16 Ounces	25 each	X	\$_____	=	\$_____
144	Mop, Wet 16 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
145	Mop, Wet 32 Ounces	25 each	X	\$_____	=	\$_____
146	Mop, Wet 32 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
147	Mop, Water Emulsion, 24" x 5"	25 each	X	\$_____	=	\$_____
148	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
149	Mop, Water Emulsion 48" x 5"	25 each	X	\$_____	=	\$_____
150	Mop, Water Emulsion 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
151	Mop, Dust, Handle, Replacement Cost for Dust Mop Handle, if lost by City	15 each	X	\$_____	=	\$_____
152	Mop, Wet, Handle, Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
153	Mop, Dust, Handle 36" Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	YEAR FOUR (OPTION YEAR ONE) GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS					
154	Mop, Wet, Handle, 48” Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIB			\$ _____		
GROUP IIIC – MATS IN ACCORDANCE WITH SPECIFICATIONS						
155	Mat, Dust, Chemically Treated, Minimum 24”x 36”	400 each	X	\$ _____	=	\$ _____
156	Mat, Dust, Chemically Treated, Minimum 24”x 36”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
157	Mat, Dust Chemically Treated, Minimum 48”x 72”	1000 each	X	\$ _____	=	\$ _____
158	Mat, Dust Chemically Treated, Minimum 48”x 72”, Replacement Cost	40 each	X	\$ _____	=	\$ _____
159	Mat, Dust, Chemically Treated, Minimum 36”x 60”	1,500 each	X	\$ _____	=	\$ _____
160	Mat, Dust, Chemically Treated, Minimum 36”x 60”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
161	Mat , Dust, Chemically Treated, Minimum 36”x 120”	150 each	X	\$ _____	=	\$ _____
162	Mat , Dust, Chemically Treated, Minimum 36”x 120”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
163	Mat, Dirt (Outside) Approx. Minimum 36”x 48”	220 each	X	\$ _____	=	\$ _____
164	Mat, Dirt (Outside) Approx. Minimum 36”x 48”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIC			\$ _____		
	TOTAL YEAR FOUR (OPTION YEAR ONE) GROUP III A-C			\$ _____		

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
-------------	-------------	-----------	---	------------	---	----------

165	MINIMUM DELIVERY CHARGE GROUPS II & II IN ACCORDANCE WITH SPECIFICATIONS	800 each	X	\$ _____	=	\$ _____
-----	---	----------	---	----------	---	----------

**TOTAL YEAR FOUR (OPTION YEAR ONE) , GROUP I \$ \_\_\_\_\_**

**TOTAL YEAR FOUR (OPTION YEAR ONE), GROUP II \$ \_\_\_\_\_**

**TOTAL YEAR FOUR (OPTION YEAR ONE), GROUP III \$ \_\_\_\_\_**

**TOTAL YEAR FOUR (OPTION YEAR ONE) \$ \_\_\_\_\_**  
**GROUPS II & III**  
**MINIMUM DELIVERY CHARGE**

**GRAND TOTAL YEAR FOUR (OPTION YEAR ONE) \$ \_\_\_\_\_**



## YEAR FIVE (OPTION YEAR TWO)

ANNUAL ESTIMATED QUANTITIES FOR UNIFORMS ARE DETERMINED BY USE OF THE FOLLOWING FORMULA:

(No. of Personnel) x (No. of Changes per week) x (No. of Weeks in the Year (52)) = Annual Estimated Quantity

NOTE: No. of changes - five (5) changes per week, Delivery-one (1) time per week.

\*Blazers and Vests based on one (1) change per week, delivery one (1) times per week.

The following quantities are estimates only, actual totals may vary.

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IA - UNIFORM, WORK, 65% POLYESTER, 35% COTTON IN ACCORDANCE WITH SPECIFICATIONS</b>						
1	Uniform, Work (Set)	154,700 changes	x	\$ _____	=	\$ _____
2	Shirt, Replacement Cost	650 each	X	\$ _____	=	\$ _____
3	Pant, Replacement Cost	650 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IA</b>					\$ _____
<b>GROUP IB - UNIFORM, WORK, 100% COTTON, DURABLE PRESS/NON DURABLE PRESS IN ACCORDANCE WITH SPECIFICATIONS</b>						
4	Uniform, Work (Set) Durable Press	36,660 changes	X	\$ _____	=	\$ _____
5	Uniform, Work (Set) Non-Durable Press	36,660 changes	X	\$ _____	=	\$ _____
6	Shirt, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
7	Pant, Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
8	Shirt, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
9	Pant, Non-Durable Press, Replacement Cost	155 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IB</b>					\$ _____
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
10	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____

**YEAR FIVE (OPTION YEAR TWO)**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IC - UNIFORM, EXECUTIVE – CAREER APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
11	Uniform, Executive (Shirt and Slack) Man or Woman, Shirt 65% Polyester, 35% Cotton, Slacks 65% Polyester, 35% Cotton	15,665 changes	x	\$ _____	=	\$ _____
12	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 100% Polyester.	15,665 changes	x	\$ _____	=	\$ _____
13	Blouse and Skirt (Set), Women's, Blouse 65% Polyester, 35% Cotton, Skirt 65% Polyester, 35% Cotton.	15,665 changes	x	\$ _____	=	\$ _____
14	Blazer, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
15	Vest, 100 % texturized woven polyester	3,900 changes	x	\$ _____	=	\$ _____
16	Skirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
17	Slack, Replacement Cost	132 each	x	\$ _____	=	\$ _____
18	Blouse, Replacement Cost	132 each	x	\$ _____	=	\$ _____
19	Shirt, Replacement Cost	132 each	x	\$ _____	=	\$ _____
20	Blazer, Replacement Cost	132 each	x	\$ _____	=	\$ _____
21	Vest, Replacement Cost	5 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IC</b>					\$ _____

**YEAR FIVE (OPTION YEAR TWO) GROUP ID – MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS**

22	Shirt, Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
23	Pant , Work 100% Cotton (durable press)	2000 changes	x	\$ _____	=	\$ _____
24	Shirt, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR FIVE (OPTION YEAR TWO) GROUP ID MIX AND MATCH/SEPARATES IN ACCORDANCE WITH SPECIFICATIONS</b>						
25	Pant, Work, 65% Polyester, 35% Cotton	2000 changes	x	\$ _____	=	\$ _____
26	Shirt, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
27	Pant, Work, 100% Cotton (non-durable press)	2000 changes	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP ID</b>					<b>\$ _____</b>
<b>GROUP IE – MISCELLANEOUS (SMOCKS, COVERALLS, A-LINE DRESS) IN ACCORDANCE WITH SPECIFICATIONS</b>						
28	Smock, 65% Polyester, 35% Cotton	24,700 changes	x	\$ _____	=	\$ _____
29	Coverall, 65% Polyester, 35% Cotton	22,100 changes	x	\$ _____	=	\$ _____
30	Coverall, 100% Cotton	22,100 changes	x	\$ _____	=	\$ _____
31	Dress, A-Line, 65% Polyester, 35% Cotton	1,300 changes	x	\$ _____	=	\$ _____
32	Smock, Replacement Cost	165 each	x	\$ _____	=	\$ _____
33	Coverall, 65% Polyester, 35% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
34	Coverall, 100% Cotton, Replacement Cost	82 each	x	\$ _____	=	\$ _____
35	Dress, A-Line , Replacement Cost	55 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					<b>\$ _____</b>
<b>GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
36	Uniform, Safety, Nomex IIIA	5,200 changes	x	\$ _____	=	\$ _____
37	Uniform, Safety, Indura Pro-Ban FR, 100% Cotton	5,200 changes	x	\$ _____	=	\$ _____
38	Coverall, Nomex IIIA	2,600 changes	x	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR FIVE (OPTION YEAR TWO) GROUP IF – SAFETY APPAREL IN ACCORDANCE WITH SPECIFICATIONS</b>						
39	Coverall, Indura Pro-Ban FR, 100% Cotton,	2,600 changes	x	\$ _____	=	\$ _____
40	Shirt, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
41	Pant, Nomex IIIA, Replacement Cost	15 each	x	\$ _____	=	\$ _____
42	Shirt, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
43	Pant, Indura Pro-Ban FR, Replacement Cost	15 each	x	\$ _____	=	\$ _____
44	Coverall, Nomex IIIA, Replacement Cost	30 each	x	\$ _____	=	\$ _____
45	Coverall, Indura Pro-Ban FR, Replacement Cost	30 each	x	\$ _____	=	\$ _____
	<b>TOTAL GROUP IE</b>					\$ _____

**TOTAL YEAR FIVE (OPTION YEAR TWO) GROUP I, A-F** \$ \_\_\_\_\_

**ANNUAL ESTIMATED QUANTITIES FOR LINEN, TEXTILE AND MAINTENANCE SUPPLY RENTAL SERVICES:**  
*The following quantities are estimates only, actual totals may vary.*  
**YEAR ONE**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS</b>						
46	Towel, Huck (Hand), 15" x 25",	20,000 each	X	\$ _____	=	\$ _____
47	Towel, Huck (Hand), 15" x 25", Replacement Cost	5,000 each	X	\$ _____	=	\$ _____
48	Towel, Bath Medium, Terry Cloth, 22" x 44"	5,000 each	X	\$ _____	=	\$ _____
49	Towel, Bath Medium, Terry Cloth, 22" x 44", Replacement Cost	15 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

**YEAR FIVE (OPTION YEAR TWO) - GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

50	Towel, Bath Small, Terry, 16" x 27"	1000 each	X	\$ _____	=	\$ _____
51	Towel, Bath Small, Terry, 16" x 27", Replacement Cost	1 each	X	\$ _____	=	\$ _____
52	Towel, Huck Rolls, 40 Yard Length	1 roll	X	\$ _____	=	\$ _____
53	Towel, Huck Rolls, 40 Yard Length, Replacement Cost	1 each	X	\$ _____	=	\$ _____
54	Replacement Cost for Towel Cabinet, if damaged by City	1 each	X	\$ _____	=	\$ _____
55	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18"	30,000 each	X	\$ _____	=	\$ _____
56	Towels, Shop, Cloth Auto Wiping, Red, 100% Cotton 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
57	Towel, Shop White, 18" x 18"	60,000 each	X	\$ _____	=	\$ _____
58	Towel, Shop White, 18" x 18", Replacement Cost	1 each	X	\$ _____	=	\$ _____
59	Towel Bath Large, 24X48"	4,000 each	X	\$ _____	=	\$ _____
60	Towel Bath Large, 24X48", Replacement Cost	1 each	X	\$ _____	=	\$ _____

**YEAR FIVE (OPTION YEAR TWO) GROUP IIA - TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

61	Cloth, Fender Cover, 36" x 60"	400 each	X	\$ _____	=	\$ _____
62	Cloth, Fender Cover, 36" x 60", Replacement Cost	10 each	X	\$ _____	=	\$ _____
63	Towel, Printing Blue, 100% Cotton Size 18" x 18"	5,000 each	X	\$ _____	=	\$ _____
64	Towel, Printing Blue, 100% Cotton Size 18" x 18" , Replacement Cost	6,000 each	X	\$ _____	=	\$ _____
65	Cloth Dust, 100% Cotton Size 18" x 30"	60 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
66	Cloth Dust, 100% Cotton Size 18" x 30", Replacement Cost	4,000 each	X	\$ _____	=	\$ _____

**GROUP IIA -TOWELS AND CLOTHS IN ACCORDANCE WITH SPECIFICATIONS**

67	Towel, Terry, Utility	5,000 each	X	\$ _____	=	\$ _____
68	Towel, Terry, Utility, Replacement Cost	500 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIA</b>			\$ _____		

**GROUP IIB - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS**

69	Smockette, or Wrap-around style as Specified by Ordering Department	500 each	X	\$ _____	=	\$ _____
70	Smockette, or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$ _____	=	\$ _____
71	Coat, Laboratory	7,500 each	X	\$ _____	=	\$ _____
72	Coat, Laboratory, Replacement Cost	400each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIB</b>			\$ _____		

**YEAR FIVE (OPTION YEAR TWO) GROUP IIC – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS**

73	Mop, <b>Framed</b> , Approximately 18" x 5"	1,500 each	X	\$ _____	=	\$ _____
74	Mop, <b>Framed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
75	Mop, <b>Unframed</b> , Approximately 18" x 5"	400 each	X	\$ _____	=	\$ _____
76	Mop, <b>Unframed</b> , Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
77	Mop, <b>Framed</b> , Approximately 24" x 5"	5000 each	X	\$ _____	=	\$ _____
78	Mop, <b>Framed</b> , Approximately 24" x 5" , Replacement Cost	56 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
<b>YEAR FIVE (OPTION YEAR TWO) GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
79	Mop, <b>Unframed</b> , Approximately 24" x 5"	400 each	X	\$ _____	=	\$ _____
80	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
81	Mop, <b>Framed</b> Approximately 36" x 5"	35,000 each	X	\$ _____	=	\$ _____
82	Mop, <b>Framed</b> , Approximately 36" x 5", Replacement Cost	225 each	X	\$ _____	=	\$ _____
83	Mop, <b>Unframed</b> , Approximately 36" x 5"	1 each	X	\$ _____	=	\$ _____
84	Mop, <b>Unframed</b> , Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
85	Mop, <b>Framed</b> , Approximately 48" X 5"	38,000 each	X	\$ _____	=	\$ _____
86	Mop, <b>Framed</b> , Approximately 48" X 5", Replacement Cost	150 each	X	\$ _____	=	\$ _____
87	Mop, <b>Unframed</b> , Approximately 48" X 5"	1000 each	X	\$ _____	=	\$ _____
88	Mop, <b>Unframed</b> , Approximately 48" X 5", Replacement cost	1 each	X	\$ _____	=	\$ _____
<b>YEAR FIVE (OPTION YEAR TWO) GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS</b>						
89	Mop, Wet, 24 Ounces	1000 each	X	\$ _____	=	\$ _____
90	Mop, Wet, 24 Ounces, Replacement Cost	50 each	X	\$ _____	=	\$ _____
91	Mop, Wet, 16 Ounces	1200 each	X	\$ _____	=	\$ _____
92	Mop, Wet, 16 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____
93	Mop, Wet, 32 Ounces	25 each	X	\$ _____	=	\$ _____
94	Mop, Wet, 32 Ounces, Replacement Cost	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
YEAR FIVE (OPTION YEAR TWO) GROUP IIC – MOPS IN ACCORDANCE WITH SPECIFICATIONS						
95	Mop, Water Emulsion, 24" x 5"	50 each	X	\$_____	=	\$_____
96	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
97	Mop, Water Emulsion, 48" x 5"	50 each	X	\$_____	=	\$_____
98	Mop, Water Emulsion, 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
99	Mop, Dust, Handle, Replacement Cost if lost by City	25 each	X	\$_____	=	\$_____
100	Mop, Wet, Handle Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
101	Handle, Tandem, 36", Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
102	Replacement cost for 48" Tandem Handle, if lost by City	1 each	X	\$_____	=	\$_____
	TOTAL GROUP IIC			\$_____		
	YEAR FIVE (OPTION YEAR TWO) GROUP IID MATS IN ACCORDANCE WITH SPECIFICATIONS					
103	Mat, Dust, Chemically Treated, Minimum 24"x 36"	400 each	X	\$_____	=	\$_____
104	Mat, Dust, Chemically Treated, Minimum 24"x 36", Replacement Cost	20 each	X	\$_____	=	\$_____
105	Mat, Dust, Chemically Treated, Minimum 48"x 72",	10,000 each	X	\$_____	=	\$_____
106	Mat, Dust, Chemically Treated, Minimum 48"x 72", Replacement Cost	90 each	X	\$_____	=	\$_____
107	Mat, Dust, Chemically Treated, Minimum 36"x 60"	18,000 each	X	\$_____	=	\$_____
108	Mat, Dust, Chemically Treated, Minimum 36"x 60", Replacement Cost	70 each	X	\$_____	=	\$_____
109	Mat, Dust, Chemically Treated, Minimum 36"x 120"	1,100 each	X	\$_____	=	\$_____



ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FIVE (OPTION YEAR TWO) GROUP IID MATS IN ACCORDANCE WITH SPECIFICATIONS</b>					
110	Mat, Dust, Chemically Treated, Minimum 36"x 120", Replacement Cost	16 each	X	\$_____	=	\$_____
111	Mat, Dirt, (Outside) Minimum 36"x 48"	1,400 each	X	\$_____	=	\$_____
112	Mat, Dirt, (Outside) Minimum 36"x 48", Replacement Cost	30 each	X	\$_____	=	\$_____
113	Mat, Scraper 3' X 5' (four mats)	1040 each	X	\$_____	=	\$_____
114	Mat, Scraper 3' X 5' (four mats), Replacement Cost	1 each	X	\$_____	=	\$_____
115	Mat, Track Control, 3' x 4' (four mats)	1040 each	X	\$_____	=	\$_____
116	Mat, Track Control, 3' x 4' (four mats), Replacement Cost	1 each	X	\$_____	=	\$_____
	<b>TOTAL GROUP IID</b>			\$_____		
	<b>TOTAL YEAR FIVE (OPTION YEAR TWO) GROUP II A-D</b>			\$_____		

**GROUP III, IN ACCORDANCE WITH SPECIFICATION PART III "OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION"**

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FIVE (OPTION YEAR TWO) GROUP IIIA - GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
117	Towel, Medium Bath, Terry Cloth, 20" x 40"	5,000 each	X	\$_____	=	\$_____
118	Towel, Medium Bath, Terry Cloth, 20" x 40", Replacement Cost	15 each	X	\$_____	=	\$_____
119	Smockette or Wrap-around style as Specified by Ordering Department	500 each	X	\$_____	=	\$_____
120	Smockette or Wrap-around style as Specified by Ordering Department, Replacement Cost	50 each	X	\$_____	=	\$_____
121	Coat, Laboratory	10,000 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FIVE (OPTION YEAR TWO) GROUP IIIA GARMENTS IN ACCORDANCE WITH SPECIFICATIONS</b>					
122	Coat, Laboratory, Replacement Cost	50 each	X	\$ _____	=	\$ _____
123	Bag, Bio Hazard	300 each	X	\$ _____	=	\$ _____
124	Bag, Bio Hazard, Replacement Cost	1 each	X	\$ _____	=	\$ _____
	<b>TOTAL GROUP IIIA</b>			\$ _____		
	<b>GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
125	Mop, Framed Approximately 18" x 5"	28 each	X	\$ _____	=	\$ _____
126	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
127	Mop, Unframed Approximately 18" x 5"	10 each	X	\$ _____	=	\$ _____
128	Mop, Framed Approximately 18" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
129	Mop, <b>Framed</b> , Approximately 24" x 5"	1,000 each	X	\$ _____	=	\$ _____
130	Mop, <b>Framed</b> , Approximately 24" x 5", Replacement Cost	40 each	X	\$ _____	=	\$ _____
131	Mop, <b>Unframed</b> , Approximately 24" x 5"	1 each	X	\$ _____	=	\$ _____
132	Mop, <b>Unframed</b> , Approximately 24" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
133	Mop, <b>Framed</b> Approximately 36" x 5"	40 each	X	\$ _____	=	\$ _____
134	Mop, <b>Framed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____
135	Mop, <b>Unframed</b> Approximately 36" x 5"	10 each	X	\$ _____	=	\$ _____
136	Mop, <b>Unframed</b> Approximately 36" x 5", Replacement Cost	1 each	X	\$ _____	=	\$ _____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	<b>YEAR FIVE (OPTION YEAR TWO) GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS</b>					
137	Mop, <b>Framed</b> Approximately 48" X 5"	300 each	X	\$_____	=	\$_____
138	Mop, <b>Framed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$_____	=	\$_____
139	Mop, <b>Unframed</b> Approximately 48" X 5"	1 each	X	\$_____	=	\$_____
140	Mop, <b>Unframed</b> Approximately 48" X 5", Replacement Cost	1 each	X	\$_____	=	\$_____
141	Mop, Wet, 24 Ounces	25 each	X	\$_____	=	\$_____
142	Mop, Wet, 24 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
143	Mop, Wet 16 Ounces	25 each	X	\$_____	=	\$_____
144	Mop, Wet 16 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
145	Mop, Wet 32 Ounces	25 each	X	\$_____	=	\$_____
146	Mop, Wet 32 Ounces, Replacement Cost	1 each	X	\$_____	=	\$_____
147	Mop, Water Emulsion, 24" x 5"	25 each	X	\$_____	=	\$_____
148	Mop, Water Emulsion, 24" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
149	Mop, Water Emulsion 48" x 5"	25 each	X	\$_____	=	\$_____
150	Mop, Water Emulsion 48" x 5", Replacement Cost	1 each	X	\$_____	=	\$_____
151	Mop, Dust, Handle, Replacement Cost for Dust Mop Handle, if lost by City	15 each	X	\$_____	=	\$_____
152	Mop, Wet, Handle, Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____
153	Mop, Dust, Handle 36" Replacement Cost if lost by City	1 each	X	\$_____	=	\$_____

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
	YEAR FIVE (OPTION YEAR TWO) GROUP IIIB – MOPS, CHEMICALLY TREATED IN ACCORDANCE WITH SPECIFICATIONS					
154	Mop, Wet, Handle, 48” Replacement Cost if lost by City	1 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIB			\$ _____		
GROUP IIIC – MATS IN ACCORDANCE WITH SPECIFICATIONS						
155	Mat, Dust, Chemically Treated, Minimum 24”x 36”	400 each	X	\$ _____	=	\$ _____
156	Mat, Dust, Chemically Treated, Minimum 24”x 36”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
157	Mat, Dust Chemically Treated, Minimum 48”x 72”	1000 each	X	\$ _____	=	\$ _____
158	Mat, Dust Chemically Treated, Minimum 48”x 72”, Replacement Cost	40 each	X	\$ _____	=	\$ _____
159	Mat, Dust, Chemically Treated, Minimum 36”x 60”	1,500 each	X	\$ _____	=	\$ _____
160	Mat, Dust, Chemically Treated, Minimum 36”x 60”, Replacement Cost	15 each	X	\$ _____	=	\$ _____
161	Mat , Dust, Chemically Treated, Minimum 36”x 120”	150 each	X	\$ _____	=	\$ _____
162	Mat , Dust, Chemically Treated, Minimum 36”x 120”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
163	Mat, Dirt (Outside) Approx. Minimum 36”x 48”	220 each	X	\$ _____	=	\$ _____
164	Mat, Dirt (Outside) Approx. Minimum 36”x 48”, Replacement Cost	7 each	X	\$ _____	=	\$ _____
	TOTAL GROUP IIIC			\$ _____		
	TOTAL YEAR FIVE (OPTION YEAR TWO) GROUP III A-C			\$ _____		

ITEM No.	DESCRIPTION	EST. QTY.	X	UNIT PRICE	=	SUBTOTAL
----------	-------------	-----------	---	------------	---	----------

165	MINIMUM DELIVERY CHARGE GROUPS II & III IN ACCORDANCE SPECIFICATIONS	800 each	X	\$ _____	=	\$ _____
-----	--	----------	---	----------	---	----------

**TOTAL YEAR FIVE (OPTION YEAR TWO) , GROUP I \$ \_\_\_\_\_**

**TOTAL YEAR FIVE (OPTION YEAR TWO), GROUP II \$ \_\_\_\_\_**

**TOTAL YEAR FIVE (OPTION YEAR TWO), GROUP III \$ \_\_\_\_\_**

**TOTAL YEAR FIVE (OPTION YEAR TWO) \$ \_\_\_\_\_**

**GROUPS II & III  
MINIMUM DELIVERY CHARGE, YEAR FOUR**

**GRAND TOTAL YEAR FIVE (OPTION YEAR TWO) \$ \_\_\_\_\_**

**GRAND TOTAL YEAR ONE \$ \_\_\_\_\_**

**GRAND TOTAL YEAR TWO \$ \_\_\_\_\_**

**GRAND TOTAL YEAR THREE \$ \_\_\_\_\_**

**GRAND TOTAL YEAR FOUR  
(OPTION YEAR ONE) \$ \_\_\_\_\_**

**GRAND TOTAL YEAR FIVE  
(OPTION YEAR TWO) \$ \_\_\_\_\_**

**GRAND TOTAL YEAR, ALL FIVE YEARS \$ \_\_\_\_\_**

THIS BIDDER IS AND REPRESENTS THAT IT IS AN EQUAL OPPORTUNITY EMPLOYER.

## **CONTRACTOR'S QUESTIONNAIRE**

In order to receive bid award consideration, the bidder must be able to demonstrate that it is currently providing or have had at least one contract, as a prime contractor, for linen, textiles and maintenance, and uniform rental services that is similar in size and scope to this contract. The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. If references are not included with the bid, the bidder shall be required to provide such references to the City of Houston within five working days from receipt of a written request from the City of Houston to do so. **Bidder's capability and experience shall be a factor in determining the Contractor's responsibility.**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Name & Phone Number of Contact: \_\_\_\_\_ Years Services: \_\_\_\_\_

### QUESTIONS AND ANSWERS

- A. INTRODUCTION:  
The Contract awarded from this solicitation will require the Contractor to furnish uniform rental service in accordance with the attached specifications.

B. QUESTIONS AND ANSWERS:

Question:

1. Are you a manufacturer or dealer in rental uniforms?

Answer:

Question:

2. How long have you been a supplier of rental uniforms?

Answer:

Question:

3. If you are a manufacturer where is your manufacturing facility located?

Answer:

Question:

4. If your manufacturing facility is not in Houston, Texas, list the dealer or subcontractor in Houston who will receive, and stock the required quantities and provide service during the term of this Contract.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

QUESTIONS AND ANSWERS:

Question:

5. If you plan to furnish rental uniforms as a dealer, list the manufacturer whose products you will furnish using the following format:

Manufacturer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Question:

6. If you submit a bid as a dealer, list the address of the facility in Houston where you will maintain your stock:

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**SITE INSPECTION:**

"The City of Houston reserves the right to inspect the bidder's current place of business to evaluate inventories, equipment condition and capabilities, staff experience, training and capabilities, and storage capabilities as they relate to the performance of this contract."

**SAMPLES**

If requested in writing by the user department, bidders shall be required to submit samples of the uniforms proposed within ten (10) days of such written request. The samples will be used to determine if the proposed items meet the specifications stated herein. Bidders shall also be required to submit written manufactures specification sheets, as well as a swatch book, detailing colors to be used. Department Director has final approval. Failure to comply with these requirements may be just cause for rejection of your product from further bid award consideration.

**INVENTORY AND WAREHOUSE FACILITIES**

The bidder shall maintain sufficient stock(s) to fulfill normal City of Houston requirements. The bidder must demonstrate that it is able to secure any item within a five (5) day period. Eight (8) hour delivery service may be required in some instances, therefore, the bidder must be able to provide such service. Adequate stock inventory for the City's requirements shall be considered a factor in determining an award.

**QUALITY AND WORKMANSHIP:**

The bidder must be able to demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The bidder will provide records of warranty and repair services upon request by City. The City of Houston shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the bidder is capable of performing such services.

**BID BOND:**

The Bidder shall be required to provide and submit with its bid a Bid Bond in the amount of **10%** of the total amount bid by the Contractor. The Bid Bond shall be in the same form as that distributed by the City, and attached hereto, all duly executed by this Bidder (as "Principal") and by a corporate surety company licensed to do business in the State of Texas. Cashier Checks made payable to the City of Houston are also accepted. Bid Bonds will be held by the City until an award is approved.



## **BID BOND**

THE STATE OF TEXAS           §  
  §       **KNOW ALL MEN BY THESE PRESENTS**  
COUNTY OF HARRIS   §

THAT \_\_\_\_\_, a corporation organized under the laws of \_\_\_\_\_ (hereinafter called the "Principal"), and \_\_\_\_\_, a corporation of the State of Texas which is licensed to do business in the State of Texas (hereinafter referred to as the "Surety"), are held and firmly bound unto the City of Houston, Texas (hereinafter called the "City") in the full and just sum of \_\_\_\_\_ **THOUSAND DOLLARS (\$\_\_\_\_\_)** to the payment of which sum and truly to be made, the said Principal and Surety bind themselves, their heirs, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has prepared for submission to the City a competitive bid to provide **Linen, Textiles & Maintenance & Uniform Rental Services for Various Departments, LC-R-0734-027-13967**.

**WHEREAS**, the City requires this Bond as further assurance that the Principal will execute the required Agreement and provide the required Performance Bond if it is awarded the contract;

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH** that if the Principal shall not withdraw said bid until the Agreement has been awarded or until all bids therefore have been rejected, and the Principal shall, if it is awarded the Agreement, enter into a written Agreement with the City and provide an executed Performance Bond or Letter of Credit to City, each in the form provided as a part of the bid documents within fourteen (14) days after said Agreement has been awarded by the City or in the event of the failure to do so, if the Principal shall pay to the City the sum of \_\_\_\_\_ **THOUSAND DOLLARS (\$\_\_\_\_\_)** within said fourteen (14) day period, then this obligation shall be void; otherwise, it shall remain in full force and effect.

**IN WITNESS WHEREOF**, the Principal and the Surety have caused these presents to be executed and their seals affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

PRINCIPAL:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

[AFFIX CORPORATE SEAL]

WITNESSES:

SURETY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

OR

ATTEST:

\_\_\_\_\_  
Secretary

[AFFIX CORPORATE SEAL]

## **CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE**

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect). All respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 18 as amended relating to the contribution and solicitation of funds for election campaigns. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Candidates for city office may neither solicit nor receive contributions except during a period commencing 270 calendar days prior to an election date for which a person is a candidate for such office and ending 90 calendar days after the election date, including run off elections if such candidate is on the ballot.

Further, it shall be unlawful either for any person who submits a bid or proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

For the purposes of this Ordinance, a **Contract** is defined as each Contract having a value in excess of \$30,000 that is let by the City for professional services, personal services, or other goods or services of any other nature whether the Contract is awarded on a negotiated basis, request for proposal basis, competitive proposal basis or formal sealed competitive bids. The term **Contractor** includes proprietors of proprietorships, all partners of partnerships, (including limited liability partnerships and companies), all officers and directors of corporations (including limited liability corporations), and all holders of 10% or more of the outstanding shares of corporations.

### **A STATEMENT DISCLOSING THE NAMES AND BUSINESS ADDRESSES EACH OF THOSE PERSONS WILL BE REQUIRED TO BE SUBMITTED WITH EACH BID OR PROPOSAL FOR A CITY CONTRACT.**

Completion of the attached form entitled "**Contractor Submission List**" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your bid or proposal.

**CONTRACTOR SUBMISSION LIST  
CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE**

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate-for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" Includes proprietors of proprietorships, partners or joint venturers having an equity interest of 10 percent or more for the partnership or Joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the. names and business addresses of each of those persons will be required to be submitted with each bid or proposal for a City Contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.

This list is submitted under the provisions of Section 18-36(b) of the Code of Ordinances, Houston, Texas, in connection with the attached proposal, submission or bid of:

Firm or Company Name: \_\_\_\_\_

Firm or Company Address: \_\_\_\_\_

**The firm/company is organized as a (Check one as applicable) and attach additional pages if needed to supply the required names and addresses:**

**[ ]      SOLE PROPRIETORSHIP**

Name _____	_____
Proprietor	Address

**[ ]      A PARTNERSHIP**

**List each partner having equity interest of 10% or more of partnership (if none state "none")**

Name _____	_____
Partner	Address

Name _____	_____
Partner	Address

**[ ]      A CORPORATION**

**LIST ALL DIRECTORS OF THE CORPORATION (IF NONE STATE "NONE")**

Name _____	_____
Director	Address

Name _____	_____
Director	Address

Name _____	_____
Director	Address

**LIST ALL OFFICERS OF THE CORPORATION (IF NONE STATE NONE")**

Name \_\_\_\_\_  
Officer Address

Name \_\_\_\_\_  
Officer Address

Name \_\_\_\_\_  
Officer Address

**LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")**

Name \_\_\_\_\_  
Address

Name \_\_\_\_\_  
Address

Name \_\_\_\_\_  
Address

**I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.**

\_\_\_\_\_  
Preparer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Note: This list constitutes a **government record** as defined by § 37.01 of the Texas Penal Code.

**8/23/01**

## **CITY OF HOUSTON CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE:**

City Council desires to know the identities of the owners of entities seeking to contract with the City in order to review their indebtedness to the City prior to entering contracts. Therefore, all respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 15, as amended (Section 15-4) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

For the purposes of Section 15-4, business entity means any individual, sole proprietorship, corporation, partnership, joint venture, limited liability company or partnership, or other entity.

Contracting entity means any business entity that bids, proposes, or otherwise seeks to enter into a contract with the City if the contract amount exceeds the limits set out in the Houston City Charter, currently at \$25,000.00.

A contracting entity must submit at the time of its bid or proposal, (or prior to entry into a City contract), an affidavit listing all of the persons owning 5% or more of the contracting entity. If any such owner is itself a non-individual business entity, the contracting entity must provide a list of the persons owning 5% or more of such business entity. If the contracting entity is a non-profit corporation, it must submit an affidavit listing all of its directors in lieu of the affidavit listing owners.

Completion of the **"Affidavit of Ownership or Control"**, included herein, and submitted with the Official Bid or Proposal Form will satisfy this requirement. Failure to provide this information may be just cause for rejection of your bid or proposal.

STATE OF TEXAS  
COUNTY OF HARRIS

§  
§  
§

AFFIDAVIT OF  
OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ [name] (hereafter "Affiant"),  
\_\_\_\_\_, [state capacity with Bidder/Proposer] of  
\_\_\_\_\_, [Bidder/Proposer's name]  
("Bidder"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Bidder is a \_\_\_\_\_ [type of business entity], whose business mailing address is \_\_\_\_\_ [no./street or p. o. box], \_\_\_\_\_ [city], \_\_\_\_\_ [state] [zip code] and is a bidder or proposer in connection with \_\_\_\_\_ [describe project or matter being sought] which is expected to be in an amount that exceeds the limits set out in art. II, § 19a of the Charter of the City of Houston and to come before the City Council for action and/or approval.

3. The following information is submitted in connection with the proposal, submission or bid of Bidder in connection with the above described project or matter.

4. Bidder is organized as a business entity as noted below (check one as applicable) and the names listed are all of the owners of 5% or more of the fair market value of Bidder as set out below. *(Include the business mailing address of each person or note "same" if it is the same as shown in #2, above. Add additional pages, if necessary).*

FOR PROFIT ENTITY:

☐ SOLE PROPRIETORSHIP

Name \_\_\_\_\_  
\_\_\_\_\_  
Proprietor Address Phone No.

☐ A PARTNERSHIP (Including limited liability partnerships)

*List all partners and person(s) having an equity interest of five percent (5%) or more. (If none, state "NONE")*

Name \_\_\_\_\_  
\_\_\_\_\_  
Partner Address Phone No.

Name \_\_\_\_\_  
\_\_\_\_\_  
Partner Address Phone No.

**[ ] A CORPORATION**

**List all persons and entities having an equity interest of 5% or more. (If none, state "NONE")**

Name _____	_____	
Shareholder	Address	Phone No.
Name _____	_____	
Shareholder	Address	Phone No.
Name _____	_____	
Shareholder	Address	Phone No.

**[ ] A JOINT VENTURE**

**List all venturers having an equity interest of five percent (5%) or more and list all persons and entities owning 5% or more of any venturer. (If none, state "NONE")**

Name _____	_____	
Venturer	Address	Phone No.
Name _____	_____	
Venturer	Address	Phone No.
Name _____	_____	
5% Owner of Venturer	Address	Phone No.
Name _____	_____	
5% Owner of Venturer	Address	Phone No.

**[ ] LIMITED LIABILITY COMPANY**

**List all person(s) and entities having an equity interest of five percent (5%) or more. (If none, state "NONE")**

Name _____	_____	
Owner	Address	Phone No.

Name \_\_\_\_\_  
Owner Address Phone No.

Name \_\_\_\_\_  
Owner Address Phone No.

**NON-PROFIT CORPORATION:**

***List all directors of the corporation, (If none, state "NONE")***

Name \_\_\_\_\_  
Director Address Phone No.

Name \_\_\_\_\_  
Director Address Phone No.

Name \_\_\_\_\_  
Director Address Phone No.

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Bidder, that he or she is associated with the Bidder in the capacity noted above and that he or she has personal knowledge of the accuracy of the information provided herein and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

\_\_\_\_\_  
Affiant

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**NOTE:**

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.



**LINEN, TEXTILES & MAINTENANCE,  
& UNIFORM RENTAL SERVICES FOR VARIOUS DEPARTMENTS  
LC-R-0734-027-13967**

The respondent warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the City shall have the right to annul this agreement without liability or, at its discretion, to deduct from the contract prices or consideration, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer.

All pages of the City of Houston's bid document, including but not limited to the General Terms & Conditions and page 3 (three) of this bid invitation are incorporated by reference into this bid for all purposes.

The undersigned, as bidder, certifies that the only person or parties interested in this proposal as principals are those named herein; that the bidder has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this contract.

**NOTE: BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED.**

**SUBMIT YOUR BID IN DUPLICATE  
BID MUST BE MANUALLY SIGNED IN INK  
(BLUE INK PREFERRED)**

**Respectfully Submitted:**

**Bidder:** \_\_\_\_\_  
(Print or type name of Bidder-Full Company Name)

**Vendor Number:** \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Signature of Authorized Officer or Agent)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Address (Street or P. O. Box)**

\_\_\_\_\_  
**City-State-Zip Code**

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_

**FAX Number:** (\_\_\_\_) \_\_\_\_\_

**Attachments: Statement of Residency  
Insurance Requirements/Sample**

A Bid Bond in an amount equal to 10% of the amount bid must be submitted with this bid. Cashier Checks or Bid Bonds payable to the City of Houston are acceptable.

**STATEMENT OF RESIDENCY**  
(Please submit in duplicate with your Bid Form)

The following information is required by the **City of Houston** in order to comply with provisions of state law, **TEX. GOV'T CODE** , §2252.002(Vernon Supp. 1990) (State or Political Subdivision Contracts for Construction, Supplies, Services; Bids by Nonresident).

Every bidder must affirmatively state its principal place of business in its response to a bid invitation. Failure to provide the required information may constitute a basis for rejection of your bid. Bidders' cooperation in this regard will avoid costly time delays in the award of bids by the **City of Houston**.

For this reason, each bidder is encouraged to complete and return in duplicate, with its bid, the **Statement of Residency Form**, but in any event the low bidder will be required to submit this information within five (5) calendar days after the date of receipt of notification of apparent low bidder status from the **Purchasing Section of the Finance and Administration Department**. Failure to provide all required information within this designated period may result in the apparent low bidder being considered non-responsive and non-responsible, and the second low bidder being considered for award.

**TEX. GOV'T CODE** , §2252.002, §1(a)(3)(Vernon Supp. 1990) defines a "**Texas resident bidder**" as a bidder whose principal place of business\* is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

**TEX. GOV'T CODE** , §2252.002§1(a)(2)(Vernon Supp. 1990) defines a "**Nonresident bidder**" as a bidder whose principal place of business\* is not in this state.

Bidder's complete company name:

---

---

---

State your business address in the space provided below if you are a **Texas Resident bidder**:

---

---

---

---

---

State your business address in the space provided below if you are a **Nonresident bidder**:

---

---

---

---

---

\*The **State Purchasing and General Services Commission** defines Principal Place of Business as follows:

Principal Place of Business in Texas means, for any type of business entity recognized in the **State of Texas**, that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted, and
- has at least one employee who works in the Texas office

Form prepared by: \_\_\_\_\_

(Name)

(Title)

Date: \_\_\_\_\_

**CITY OF HOUSTON  
INSURANCE REQUIREMENTS  
FOR  
SERVICE CONTRACTS**

**To comply with the terms and conditions for insurance in a City of Houston Service Contract, the Contractor's Insurance Certificate must be prepared as follows and shall meet the requirements set forth on page 12 hereof and in Section C hereof:**

- A. The City of Houston must be listed as an **additional insured** on the face of the Certificate, except those for Worker's Compensation and Employer's Liability.
- B. Each Policy must contain an endorsement to the effect that the **issuer waives any claim or right in the nature of subrogation** to recover against the City, its officers, agents or employees.
- C. The City of Houston must be included in the Insurer's Notification Requirement, which may be accomplished by attaching endorsements in the form attached.
- D. Contractor shall require all subcontractors to carry insurance naming the City as an additional insured and meeting the all of the above requirements except as to amount. The amount shall be commensurate with the amount of the subcontract, but not in no case shall it be less than \$500,000 per occurrence.

Revised - 03/09/95

## **CERTIFICATE OF INSURANCE EXPLANATIONS**

1. Certificate must not be more than 30 days old.
2. Name and Address of Producer writing coverage.
3. Name of each insurance company providing coverage (as listed in Best's Key Rating Guide or on company's Certificate of Authority on file with Texas Department of Insurance). Each company must have a rating of B+ or better and a financial size category of VI or better according to Best's Key Rating Guide, Property & Casualty – United States, of insurance companies or have a Certificate of Authority to conduct insurance business in the State of Texas.
4. Name and address of Insured (as shown on policy)
5. Letter in the column must reference the insurer of the policy being described
6. Must be a policy number; no binders will be accepted
7. Date policy became effective
8. Expiration date must be at least **60** days from date of delivery of certificate
9. Name and file number of project
10. Name of project manager
11. Signature or facsimile signature of authorized representative of Producer (blue ink preferred)

# **ACCORD.**      **CERTIFICATE OF INSURANCE**

Issue Date (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY ISSUERS OF POLICIES. THE ISSUER MUST HAVE A RATING OF AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE AT LEAST B+ AND FINANCIAL SIZE OF CLASS VI OR BETTER COVERAGE AFFORDED BY THE POLICIES BELOW

ACCORDING TO THE CURRENT YEARS'S BEST RATING OR .  
A CERTIFICATE OF AUTHORITY TO CONDUCT INSURANCE  
BUSINESS IN THE STATE OF TEXAS  
IN COMPANIES AFFORDING COVERAGE

COMPANY A

COMPANY B

COMPANY C

INSURED:                      SAMPLE FORM

## **COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR.	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	POLICY LIMITS
<b>General Liability</b>					
A.	(X) Commercial General Liability Claims Made (X) Occur. Owners & Contractors Prot.				General Aggregate \$1,000,000 Products-Comp/Op Agg. \$1,000,000 Personal & Adv. Injury \$1,000,000 Each Occurrence \$ 500,000 Fire Damage (Any one fire) \$ 50,000 Med. Expense \$ 5,000 (Any one person)
<b>Automobile Liability</b>					
A.	(X) Any Auto All Owned Autos Scheduled Autos (X) Hired Autos (X) Non-Owned Autos Garage Liability be limited to Non-owned and Hired Autos. If Owned	Auto Liability Insurance for autos furnished or used in the course of performance of this Contract. Including Owned, Non-owned, and Hired Auto coverage. (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by Contractor, coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT MUST BE COVERED IN THE LIMITS SPECIFIED.			Combined Single Limit \$1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per Accident) \$ Property Damage \$
<b>Excess Liability</b>					
	Umbrella Form Other than Umbrella Form				Each Occurrence \$ Aggregate \$
<b>Worker's Compensation and Employers Liability</b>					
		(X)	<b>Statutory Limits</b>		
			Each Accident	\$	100,000
			Disease - Policy Limit	\$	100,000
			Disease - Each Employee	\$	100,000
<b>Other</b>					

DESCRIPTION OF OPERATION/LOCATIONS/VEHICLES/SPECIAL ITEMS

City of Houston is named as additional insured on Auto, General Liability and Umbrella policies, and Waiver of Subrogation on Auto, General Liability, Worker's Compensation and Umbrella. Material alteration on cancellation notice as shown below. For (Project Name).

## **CERTIFICATE HOLDER**

CITY OF HOUSTON / FINANCE AND ADMINISTRATION  
DEPARTMENT – STRATEGIC PURCHASING DIVISION

## **ATTACH ENDORSEMENTS:**

### **CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED,

P.O. BOX 1562  
HOUSTON, TEXAS 77251

NON-RENEWED OR MATERIALLY ALTERED BEFORE THE EXPIRATION  
DATE THEREOF. THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS  
WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

---

AUTHORIZED REPRESENTATIVE

## **TE 0202A CANCELLATION PROVISION OR COVERAGE CHANGE ENDORSEMENT**

This endorsement modifies insurance provided under the following:

### **BUSINESS AUTO COVERAGE FORM GARAGE COVERAGE FORM TRUCKER COVERAGE FORM**

This endorsement is a part of your policy. Except for the changes it makes, all other terms of the policy remain the same and apply to this endorsement. It is effective at the same time as your policy if issued with it. If issued at a later date the name, policy number and effective date must shown.

Issued by the **STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY** of Bloomington, Illinois, or the **STATE FARM FIRE AND CASUALTY COMPANY** of Bloomington, Illinois, or the **STATE FARM COUNTY MUTUAL INSURANCE COMPANY OF TEXAS** of Dallas, Texas, as shown by the company's name on the policy of which this endorsement is a part.

Named Insured: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Thirty (30) days before this policy is cancelled or materially changed to reduce or restrict coverage we will mail notice of the cancellation or change to:

**City of Houston, Finance and Administration Department, Strategic Purchasing Division, P.O. Box**  
**1562, Houston, Texas 77251-1562**  
(Enter Name and Address)

TE 02 02A

FORM TE 02 02A – CANCELLATION PROVISION OR  
COVERAGE CHANGE ENDORSEMENT  
Texas Standard Automobile Endorsement  
Ed. Effective 11/87

**\*\*\*\*\*SAMPLE\*\*\*\*\***

# **As Specified in Specimen Contract**

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **TEXAS CHANGES – AMENDMENT OF CANCELLATION PROVISIONS OR COVERAGE CHANGE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.  
LIQUOR LIABILITY COVERAGE PART  
OWNERS AND CONTACTORS PROTECTIVE LIABILITY COVERAGE PART  
POLLUTION LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART.  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART

### **SCHEDULE**

- |    |                                |  |
|----|--------------------------------|--|
| 1. | Name:                          | CITY OF HOUSTON  |
| 2. | Notice will be mailed to:      | FINANCE & ADMINISTRATION DEPT.<br>STRATEGIC PURCHASING DIVISION<br>P.O. BOX 1562<br>HOUSTON, TEXAS 77251 |
| 3. | number of days advance notice: | 30   |

**\*\*\*\*\*SAMPLE\*\*\*\*\***  
**As Specified in Specimen Contract**

CG 02 05 1185

Copyright, Insurance Services office, Inc. 1984

VI.E.201

**WC 42 D6 01**



# TEXAS WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY MANUAL

Original Printing

Effective January 1, 1994

## TEXAS NOTICE OF MATERIAL CHANGE ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because Texas is shown in item 3.A of the information page.

In the event of cancellation or other material change of the policy, we will mail advance notice to the person or organization named in the Schedule. The number of days advance notice is shown in the Schedule.

This endorsement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

### SCHEDULE

1. Number of days advance notice: 30 days
2. Notice will be mailed to: **CITY OF HOUSTON**  
FINANCE & ADMINISTRATION DEPT.  
STRATEGIC PURCHASING DIVISION  
P.O. BOX 1562  
HOUSTON, TEXAS 77251

**\*\*\*\*\*SAMPLE\*\*\*\*\***

**As Specified in Specimen Contract**

**SECTION B**  
**SCOPE OF SERVICES**  
**PART I**  
**(APPLIES TO ALL SERVICES)**

**1.0 Scope of Work**

The Contractor shall furnish all supervision, labor, transportation, tools, supplies and equipment necessary to provide linen, textiles and maintenance, and uniform rental services for Various City Departments.

**2.0 MINIMUM DELIVERY CHARGE (APPLIES TO GROUPS II & III ONLY):**

Deliveries shall be made at Contractor's expense on days to be designated by various departments. If a department requires a delivery that total less than the minimum delivery charge bid, the City will pay no more than the minimum delivery charge bid and subsequently set forth in the Contract Fee Schedule. **Example: (If the minimum delivery charge bid is \$10.00 and the items delivered cost \$5.40 the City will pay a total of \$10.00 (maximum) which includes the cost of the item(s) delivered).** Contractor agrees to make deliveries on those days in the amount stated on Governing Delivery Schedule and at the unit prices stated. Copy of itemized delivery tickets shall be given to departmental representative upon each delivery.

**3.0 Additions & Deletions:**

The City, by written notice from the City Purchasing Agent to the Contractor, at any time during the term of this contract, may add or delete like or similar items, locations and/or services to the list of items, locations and/or services to be performed. Any such written notice shall take effect on the date stated in the notice from the City. Items, locations and/or services added will be subject to the contract services and charges or rates as an item already specified in the Fee Schedule. In the event the additional items, locations and/or service is not identical to any item already under contract, the charges therefore will then be the Contractor's normal and customary charges or rates for the items, locations and/or services classified in the Fee Schedule.

**4.0 ESTIMATED QUANTITIES NOT GUARANTEED**

The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of linen, textiles and maintenance, and uniform rental services during the term of this contract. The quantities may vary depending upon the actual needs of the user Department. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into based on the City purchasing/requiring all the quantities specified herein.

**5.0 WARRANTY OF SERVICES**

a) *Definitions:* "Acceptance" as used in this clause, means the act of an authorized representative of the City by which the City assumes for itself, approval of specific services as partial or complete performance of the contract.

"Correction" as used in this clause, means the elimination of a defect.

b) Notwithstanding inspection and acceptance by the City or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The City shall give written notice of any defect or nonconformance to the Contractor within a one-year period from the date of acceptance by the City. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or non-conforming services at no additional cost to the City, or (2) that the City does not require correction or re-performance.

- c) If the Contractor is required to correct or re-perform, it shall be at no cost to the City, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the City may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the City thereby, or make an equitable adjustment in the contract price.
- d) If the City does not require correction or re-performance, the City shall make an equitable adjustment in the contract price.

## **PART II**

### **SPECIFICATIONS FOR UNIFORM RENTALS GROUP I**

#### **1.0 Scope of Services**

The Contractor(s) shall provide uniform rental services meeting all parameters of this Contract. The merchandise furnished for this Contract must be first quality, clean, of good appearance and free from any foreign matter, dirt stains, burns or scorched spots, tears or holes that may affect serviceability or appearance. All garments must fit adequately, *i.e.*, have a professional appearance. The City reserves the right to reject any merchandise that is found, upon examination, not to meet the requirements stated above. If more than one piece of merchandise in a single shipment fails to meet the requirements as specified, the whole shipment is subject to rejection without further inspection or examination. In the event of a rejection, the Contractor shall replace these items immediately and without additional cost to the City. If the merchandise does not meet specifications continually, then the City reserves the right to obtain uniform service from other sources, on the open market. If such a situation occurs, the successful bidder shall be required to reimburse the City for the difference between the cost of its service as quoted on the proposal form, and the City's cost of actually obtaining such service from other sources.

#### **2.0 Replacements.**

Uniforms will be replaced with new uniforms, when worn out or become unserviceable per Section 10.0, page 91 of 130, and as determined by the user department.

#### **3.0 Alterations.**

The Contractor hereby agrees to make any necessary alterations, mending, garment size exchanges on all uniforms, as needed, at no expense to the City, within one week of receipt of written notification from the City to do so. Alterations and repairs shall be performed neatly with thread and/or materials of the same color as the garments at no charge.

#### **4.0 Reserved**

#### **5.0 Pricing**

If the City's total purchases during the Contract term do not equal the estimated total amount of the Contract, this fact shall not constitute the basis for an equitable adjustment in unit prices, quantity, and/or total value.

#### **6.0 Invoices.**

- A. The Contractor(s) shall set-up each department as a separate account for billing purposes and invoices shall be submitted as follows:  
The original and two (2) copies shall be submitted to the remit address as specified by the User Department.
- B. Each invoice shall contain:
  - 1. City's Ordinance Number and Contract Number.
  - 2. Contract Item Number, Description, Quantity Delivered, the Unit price, Size and Total Amount for each item.
  - 3. The name of the Department, Division or Section to which delivery was made.
  - 4. The total amount of each invoice.
  - 5. One copy of the delivery ticket or work order showing the signature of the City of Houston representative. One copy of each delivery ticket or work order shall be left with the City representative who receives the item(s).
- C. The Contractor may bill separately or combine by department, for weekly or monthly billing.

#### **7.0 Delivery and Scheduling.**

Contractor agrees to make deliveries on those days in the amount stated on Governing Delivery Schedule and at the unit prices stated. Copy of itemized delivery tickets shall be given to departmental representative upon each delivery.

All delivery tickets and packing slips must contain the following information:

- Delivery tickets and packing slips will contain the same information as the invoice with the following addition.
- Delivery tickets and packing slips must be signed by the receiving employee and must show their City employee number.

#### **8.0 Delivery Schedule.**

After the Notice to Proceed has been issued by the City of Houston, the contractor shall meet with each ordering department and/or division for preparation of the Governing Delivery Schedule. After this schedule has been decided upon, it shall be submitted by the Contractor in written form to each City department and/or division for approval of the department head and/or authorized representative. Within thirty (30) days of Notice of Proceed the Contractor shall deliver uniforms to all City employees. Subsequent orders, after initial delivery, must be complete within seven (7) days after receipt of order. The user department will make payments to the Contractor on the basis of the Governing Delivery Schedule unless specifically stated otherwise.

The Governing Delivery Schedule may be adjusted during the term of the contract as detailed below:

1. Supplemental letters for additional items may be submitted to successful contractors by the ordering department and/or divisions, provided it has been approved by the department head and/or an authorized representative, with a carbon copy to the City Purchasing Agent.
2. If an employee is to be out for a prolonged period (two (2) weeks or longer), written notification from the ordering department and/or division must be issued to the contractor.

#### **9.0 Local Stock and Warehouse Facilities.**

The Contractor shall maintain sufficient local stock(s) to fulfill normal City of Houston requirements. The Contractor must demonstrate that it is able to secure any item within a seven (7) day period. One (1) day delivery service may be required in some instances, therefore, the Contractor must be able to provide such service.

#### **10.0 Returns, Replacement and Unserviceable.**

After steaming or processing all garments must be individually inspected. Any garments requiring repair will be mended accordingly. Garments, or uniforms, worn out or becoming unserviceable through normal wear and tear shall be replaced at Contractor's expense. Repaired or replaced garments shall be tagged so that the individual wearing the garment will know if his or her garment has been repaired or replaced. Garments or uniforms lost or destroyed by the City as a result of its negligence, shall be replaced by the City at the replacement cost specified in the Contract Fee Schedule.

#### **11.0 Check-in/Check-out Sheet.**

All garments are to be recorded in and out on each delivery on a check-in/check-out sheet. A copy is to be left with the using Department on each delivery for fast and easy reference.

#### **12.0 Quality Control.**

The Contractor shall have adequate control measures to insure all broken buttons, broken zippers, open seams are repaired, and torn, stained or unserviceable uniforms are replaced with another serviceable uniform. The Contractor shall submit to the City a Quality Control Plan for approval. A Quarterly Survey is to be mailed by Contractor to each location asking for a rating of the service it has received and to allow for any additional comments.

#### **13.0 Uniform Fitting and Measurements.**

The Contractor shall obtain individual measurements and resultant fit of the uniforms. In addition, the Contractor shall utilize a fitting line (or sample size) of uniforms so each employee may try on their approximate size uniform. The Contractor shall be fully responsible to insure that each uniform fits to the employees satisfaction.

#### **14.0 Set.**

Shall consist of man's shirt and pants and woman's shirt/blouse and slacks/skirt.

#### **15.0 Changes/Delivery.**

Contractor shall be required to provide up to five (5) changes of each set per week and shall delivery uniforms one (1) time per week.

#### **16.0 Reserved**

#### **17.0 Uniform Specifications:**

Payment for uniform rental will be made on the basis of actual uniforms used only for a specified contract period. All uniforms shall be furnished new, of first quality merchandise, at the beginning of the contract period. Any replacements which may become necessary during the contract period shall be free from tears, holes or extensively mended areas, and of the same size and fit as the original garments being replaced. Uniforms to be furnished may be altered from stock sizes, but shall be correctly fitted to each individual's measurements prior to the initial issue to the performed. The Contractor agrees, to make any necessary alterations of the uniforms, mending or replacement, as needed, at no expense to the City.

#### **18.0 RESERVED**

#### **19.0 GROUP IA – UNIFORMDS, COTTON WORK, 65% POLYESTER, 35% :**

##### **A. Shirt (65% Poly/35% Cotton):**

Minimum 4.25 oz. soil release treated, permanent press wash and wear. Generously cut with extra long tails and seven button placket fronts. Pockets have pencil stalls. Short sleeve and long sleeve. Shirts are to be washed, extracted, dried, placed on hangers and steamed.

##### **B. Pant (65% Poly/35% Cotton):**

Minimum 7.0 oz. medium weight twill. Left rear pocket has tab and button closure. Zipper front and button closure. Perma-press, wash and wear soil release treated. Western and regular cut to be made available. Pants are to be washed, extracted, dried, placed on hangers and steamed.

#### **20.0 GROUP IB – UNIFORM, WORK, 100% COTTON DURABLE PRESS AND NON-DURABLE PRESS:**

##### **A. Shirt (100% Cotton Durable Press and Non-Durable Press):**

Minimum 5.25 oz. twill lined one piece collar, 7 button front, and a double dress shirt styled yoke. Short sleeve and long sleeve shirts shall be made available in durable and non-durable press.

##### **B. Pant (100% Cotton Durable Press and Non-Durable Press):**

Minimum 8.5 oz. cotton twill. Deep pocket pant has a dress trouser fly with a heavy brass ratcheting zipper. Bartacked at all points with extra tack at base of fly. Pants shall be made available in durable and non-durable press.

#### **21.0 GROUP IC – UNIFORMS, EXECUTIVE AND CAREER APPAREL:**

##### **A. Uniforms, Executive:**

Minimum 11/11.5 oz 100% texturized woven polyester slacks, Minimum 6.5 oz. Hopsack 100% polyester slack, and minimum 7.5 oz pleated dress slacks 65% Cotton, 35% Polyester. Perma-press Broad Cloth Dress Shirt 65% Polyester, 35% Cotton, Oxford 65% Cotton, 35% Polyester, stripped dress shirt, 65% Cotton, 35% Polyester. Executive shirts are to be laundered, pressed, hung on hangers and wrapped in plastic. Polyester dress slacks are to be dry cleaned, pressed and placed on cardboard hangers.

##### **B. Slack - Career Apparel- Men's 65% Polyester, 35% Cotton:**

65% Polyester, 35% Cotton Plain Weave with Visa soil release finish minimum 12/12.5 oz. weight, plain front, slash front pockets, straight leg. Slacks shall be delivered on hangers and wrapped in plastic.

##### **C. Skirt:**

The woman's skirt is a single panel gathered front two (2) panel back, with kick vent skirt with two (2) self front pockets. The fabric shall be 100% texturized polyester woven plain weave with Visa

soil release finish and minimum 11/11.5 oz. weight. Skirts shall be delivered on hangers and wrapped in plastic.

E. Skirt:

The women's skirt is a single panel gathered front two (2) panel back, with kick vent skirt with two (2) self front pockets. The fabric shall be 65% texturized polyester/35% cotton plain weave with Visa soil release finish and 11/11-1/2 oz. weight on 60" basis, 70 x 44 or 74 x 47 count.

F. Blouse:

Perma-press Broad Cloth Dress Shirt (65% Polyester, 35% Cotton) Oxford (65% Cotton, 35% Polyester). Blouses shall be delivered on hangers and wrapped in plastic.

G. Blazer:

Man and women's blazer shall be a traditional two (2) button blazer with antiqued brass buttons. The fabric shall be 100% texturized woven polyester, 11/11.5 oz weight on 60" basis, plain weave with Visa soil release finish. The blazers shall be fully lined. Blazers shall be delivered on hangers and wrapped in plastic.

H. Vest:

Men's and women's vest shall be a traditional design two (2) lower insert pockets, pointed bottoms and 5-buttons on front. The vests shall be 100% polyester taffeta 91 X 78 or 88 X 64 count. The fabric shall be 100% polyester texturized woven polyester plain weave with Visa soil release finish and 11/11.5 oz. weight on 60" basis. The vest shall be fully lined. Vests shall be on hangers and wrapped in plastic.

**22.0 GROUP ID - MIX AND MATCH SEPARATES:**

- A. This category will be utilized for mixing and matching of 65% polyester/35% Cotton and 100% Cotton work uniforms (shirt and pant). See Group I and Group II for detailed specifications.

**23.0 GROUP IE - SMOCK, COVERALL, AND A-LINE DRESS):**

A. Smock:

Vat-Dyed, 65% Polyester, 35% Cotton, pockets on lower right and left side front, collar button front closure, 3/4 length sleeve, hip length, loose fit.

B. Coverall:

Coverall (65% Polyester, 35% Cotton and 100% Cotton).

A. 65% Polyester, 35% Cotton combed fabric, 7.5 oz. twill, Vat-Dyed fabric with soil release, permanent press finish. Two side pockets, and rule pockets.

B. 100% Cotton, 8.5 oz. twill, two side pockets, two top pockets, two back pockets and a rule pockets. Coveralls are to be washed, extracted, tumbled dry and folded.

C. A-Line Dress:

A-Line dress shall be 65% polyester, 35% Cotton blend, 5 oz. fabric with an eight (8) button front. The sleeves shall be 3/4 length princess style.

**24.0 GROUP IF - SAFETY APPAREL:**

A. Safety Apparel:

6 oz. Plain Weave, 5% Kevlar, 2% Carbon Nomex IIIA I and 702 Twill, 9 oz. 100% Cotton, Indura Pro-Ban Flame resistant. Safety Apparel shall be made available in pant and shirt (Set) as well.

**25.0 Standard Sizes:**

Contractor shall make available standard uniforms in the following sizes within one (1) week of a written request from the City or user department.

Women's Sizes: Shirt - 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26.

Slacks - 6, 8, 10, 12, 14, 16, 18, 20, 22, 24.

Men's Sizes: Shirts - Small (14-1/2 neck size) to XXL (18-1/2 neck size).

Pants - 28 inch waist to 52 inch waist.

**26.0 Non-Standard Sizes:**

Shall consist of sizes 3X and above, extra small and below, inseam 37 and above, sleeve length 36 and above. Contractor shall make available non-standard uniforms within four (4) to eight (8) weeks of request from the department.

## 27.0 Identification:

- A. All uniforms shall have employee surname embroidered in SCRIPT or CODE TAPE in BLOCK PRINT in trouser waist band and over right breast pocket of shirt. This information will be provided by the user department subsequent to the Pre-Performance meeting.
- B. Contractor shall also furnish a professionally made 2" x 4" fully embroidered or embroidered border silk screen logo City of Houston or Department/Division logo at no additional charge. Contractor shall contact each contract user Department/Division for the required logo to be used. The color of these logos will coordinate with the colors of the uniforms.

## 28.0 Color:

The Contractor shall make available uniforms in the following colors:

### I. WORK UNIFORMS:

- A. 65/35 PERM-PRESS (WORK SHIRT)
  - GULF BLUE NAVY BLUE
  - TAN (KHAKI) WHITE
  - MINT SPRUCE GREEN
  - GRAY (SILVER) POST BLUE
  - RED BROWN
  - ORANGE
  - CHARCOAL GRAY
- B. 65/35 PERMA-PRESS (WORK PANTS)
  - NAVY BLUE BROWN
  - WHITE SPRUCE GREEN
  - CHARCOAL GRAY ROYAL BLUE
  - POST BLUE GRAY (SILVER)
  - BROWN TAN (KHAKI)
- C. 65/35 PERMA-PRESS (WESTERN SHIRT)
  - GULF BLUE
  - TAN (KHAKI)
- D. 65/35 PERM-PRESS (WESTERN PANTS)
  - NAVY BLUE BROWN
  - SPRUCE GREEN CHARCOAL GRAY
- E. DURABLE PRESS AND NON-DURABLE PRESS 100% COTTON (WORK SHIRTS)
  - GULF BLUE POST BLUE
  - SPRUCE GREEN WHITE
  - GREY KHAKI
  - NAVY
- F. DURABLE PRESS AND NON-DURABLE PRESS 100% COTTON (WORK PANTS)
  - NAVY BLUE POST BLUE
  - SPRUCE GREEN GRAY
  - NAVY

### II. DRESS GARMENTS:

- A. 65/35 BROADCLOTH DRESS SHIRT TWO POCKET
  - WHITE GULF BLUE
- B. 65/35 OXFORDCLOTH BUTTON DOWN DRESS SHIRT ONE POCKET
  - WHITE GULF BLUE
  - TAN
- C. 65/35 PLEATED WORK/DRESS SLACKS
  - NAVY KHAKI
  - BLACK
- D. STRIPED DRESS SHIRT 65% COTTON/35% POLYESTER
  - BLUE WHITE STRIPE (ONE POCKET) (BUTTON DOWN)
  - RED WHITE STRIPE (ONE POCKET) (BUTTON DOWN)
  - 65/35 WHITE WITH CHARCOAL STRIPE (TWO POCKET)
- E. POLYESTER DRESS SLACKS
  - BLACK BROWN



- NAVY BLUE HEATHER GRAY
- III. MISCELLANEOUS GARMENTS - PERMA-PRESS:
- A. 65/35 COVERALLS (PERMA-PRESS)  
 POST BLUE SPRUCE GREEN  
 NAVY WHITE  
 ORANGE
- B. COVERALLS (100% COTTON)  
 WHITE POST BLUE  
 SPRUCE GREEN FISHER BLUE  
 RED NAVY
- C. INDURA PROBAN FR 100% COTTON - COVERALLS  
 NAVY KHAKI  
 BROWN ORANGE  
 VISUAL GREEN
- D. INDURA PROBAN FR -100% COTTON SHIRT & PANT  
 NAVY BLUE PANTS - GULF BLUE SHIRTS  
 BROWN PANTS - NAVY BLUE SHIRTS  
 - KHAKI SHIRTS
- E. NOMEX III A COVERALLS - 6 OZ.  
 ROYAL BLUE  
 NAVY  
 ORANGE
- F. NOMEX III A SHIRTS/PANTS  
 SHIRTS - NAVY - ROYAL  
 PANTS - NAVY - ROYAL

IV. WOMEN GARMENTS

- A. SMOCK (PERMA-PRESS)  
 80/20 65/35 80/20  
 NAVY BLUE WHITE GULF BLUE
- B. LADIES DRESSES (PERMA PRESS)  
 WHITE 65/20  
 GULF BLUE 80/20
- C. LADIES BLOUSE (SHORT SLEEVE ONLY) 65/35  
 TAN (KHAKI)  
 GULF BLUE  
 WHITE
- D. LADIES SLACKS (PERMA PRESS 65/35)  
 BROWN  
 WHITE  
 NAVY

V. WOMEN'S EXECUTIVE DRESS

- A. SKIRT 65/35 AND 100% POLYESTER  
 NAVY  
 HEATHER GRAY  
 TAN
- B. BLAZERS  
 NAVY  
 HEATHER GRAY  
 TAN
- C. VESTS  
 NAVY  
 HEATHER GRAY  
 TAN

D. BLOUSE 65/35

TAN

GULF BLUE

WHITE

DELIVERY OPTIONS:

The Contractor shall make available the following delivery schedule:

3 sets = 1 change, 1 work day

5 sets = 2 changes, 2 work days

7 sets = 3 changes, 3 work days

9 sets = 4 changes, 4 work days

11 sets = 5 changes, 5 work days

13 sets = 6 changes, 5 work days

## **PART III**

### **SPECIFICATIONS FOR LINEN, TEXTILES & MAINTENANCE GROUP'S II & III**

#### **1.0 SCOPE OF SERVICES:**

The Contractor(s) shall provide linen rental services meeting all parameters of this contract. All towel rolls shall be unpressed. The City reserves the right to reject any merchandise that is found, upon examination, not to meet the requirements stated below. If more than one piece of merchandise in a single shipment fails to meet the requirements as specified, the whole shipment is subject to rejection without further inspection or examination. In the event of a rejection the Contractor shall replace these items immediately and without additional cost to the City. If the merchandise does not meet specifications continually, then the City reserves the right to obtain uniform service from other sources on the open market.

#### **1.1 Delivery and Scheduling.**

The Contractor agrees to make deliveries only upon written receipt of signed and approved releases from the various Departments Directors or authorized representatives. Deliveries made without such Department release shall be at the Contractor's own risk and shall leave the City with the option of cancelling any contract implied or expressed herein.

Deliveries shall be made at Contractor's expense on days to be designated by the various City departments. The Contractor agrees to make deliveries on those days in the amount stated on Governing Delivery Schedule and at the unit prices stated. A copy of the itemized delivery tickets shall be given to departmental representative upon each delivery.

All delivery tickets and packing slips must contain the following information:

- 1) Same information as the invoice.
- 2) Authorized Department Release Number.
- 3) Signature of the receiving City employee and their City employee number.

#### **1.2 Delivery Schedule**

After the Notice to Proceed has been issued by the City of Houston, the Contractor shall be required to meet with each Ordering Department and/or Division for preparation of the Governing Delivery Schedule. After this schedule has been decided upon, it should be submitted by the Contractor in written form to each City Department and/or Division for approval of the Department Director and/or the authorized representative.

The user department will make payments to the Contractor on the basis of the Governing Delivery Schedule unless specifically stated otherwise.

The Governing Delivery Schedule will be based on the following:

- 1) Even exchange basis billing includes mats, mops, and bio-hazard bags.
- 2) Garments-pickup shall be based on delivering clean garments and picking up of soiled garments.
- 3) Towels and cloths shall be delivered-per Service Order request.

- 4) The Governing Delivery Schedule may be adjusted during the term of the contract as follows:

Supplemental letters for additional items can be submitted to successful contractors by the Ordering Department and/or Divisions, provided it has been approved by the Department Director and/or an authorized representative, with a copy to the City Purchasing Agent.

**1.3 Reserved**

**1.4 Returns, Replacement and Unserviceable**

Linen worn out or becoming unserviceable through normal wear and tear shall be replaced at Contractor's expense. Linen lost or destroyed by the City as a result of its negligence, shall be replaced by the City at the replacement cost specified in the Contract Fee Schedule.

**1.5 Towel Cabinets**

The Contractor agrees to furnish and install within fifteen (15) working days of a written notice from the City to do so, neat appearing white towel cabinets, in good working condition, that will accommodate a forty-five (45) yard roll of huck toweling. When the Contract ends the Contractor will be given thirty (30) days to remove its cabinets. This will be done at the Contractor's expense. The Contractor shall maintain these cabinets at its expense. The Contractor will be required to make monthly inspections and any emergency repairs to the cabinets upon call from the user department.

**2.0 DETAILED SPECIFICATIONS:**

**2.1 SPECIFICATIONS-ALL ITEMS BID MUST MEET THE FOLLOWING SPECIFICATIONS:**

**2.2 TOWELS, CLOTHS**

- A. Towel, huck, 15 " x 25"
- B. Towel, huck, rolls, 100% cotton, 40 yard length.
- C. Towel, bath, 100% cotton terry

Sizes:

- 1) small, 15" x 25"
  - 2) medium, 22" x 44"
  - 3) large, 24" X 48"
- D. Auto whipping shop cloth, red, 100% cotton, 18" x 18"
  - E. Shop towel, white, highly absorbent, 100% cotton, 18" x 18". This towel shall be in useable condition (no holes or tears).
  - E. Fender cloth cover shall be cotton/poly blend and measure 36" X 60".
  - F. Printing towel, blue, 100% cotton, 18 x 18"
  - G. Dust cloth, shall be highly absorbent and treated to hold dust and soil, 100% cotton, 18" x 30", 25 per package.
  - H. Utility terry towel, 100% cotton, 16" x 27"

**2.3 GARMENTS**

At the discretion of the Ordering Department, all garments shall have identification patches displaying the employee's name and department name. The patch size shall be approximately 2" X 4" and may also include the Ordering Department's logo. Colors, lettering style, coloring of background and of

borders are at the Ordering Department's choice. Patches shall be embroidered or silkscreened on left breast pocket or other location on garment as specified by Ordering Department.

**ALL GARMENTS SHALL MEET THE FOLLOWING SPECIFICATIONS:**

- A. Button smockette, front, 3/4 sleeve, 2 patch pockets, cotton/poly blend, hip length, sizes S-4X, colors-white, light blue or navy.
- B. Wraparound-poly/cotton blend, 3/4 sleeve, 2 patch pockets, 3/4 length, tie closure, sizes XS-3X, colors-white, light blue.
- C. Lab coat, (male and female)-full length, poly/cotton blend, long sleeve, button front, 2 patch Pocket and one chest pocket, females with back belt, to be ordered by numeric chest size, colors-light blue, white, navy.
- D. Bio-hazard bag must be imprinted with the word and decal "Bio-hazard" in orange and must have a top closure and be held open by a frame or stand.
- E. Garments, general service conditions: All garments shall be washed, dried, placed on hangers and steamed. After steaming, all garments shall be mended accordingly. Any garments requiring replacement shall be exchanged accordingly, repaired or replaced garments shall then be tagged so that the individual wearing the garment will know if his or her garment has been repaired or replaced. Mending, alterations and garment size exchanges on all uniforms shall be done without charge. Garments replaced due to normal wear and tear shall be replaced without charge. Uniform problem cards should be available at each Ordering Department location to provide for correction of individual problems or as a means of communication with the Contractor's representative.

**2.4 MOP, DUST PROCESSING:**

- A. All mops shall be manufactured from a 1202 "A" grade safaried duck. Mop handles are clip on 180 degree swivel and lock 1-1/8". Size of the mops is based on head size.
- B. The chemical treating compound is to be of a non-drying nature, paraffin based, and not water soluble. Each mop head shall be thoroughly laundered and tumbled dry, without moisture retention prior to insertion into a spray treating machine.
- C. Each mop head shall be individually pressure spray treated to 40% (+ or -5%) retention of chemical compound by weight.
- D. Dust mops and wet mops should be treated with a bacteriostat, fungicide and germicide.
- E. Mop handles shall be clip on, 180 degree swivel and lock 1-1/8" wood. All framed mops are to be delivered with metal frames inserted. Some locations will require tandem handle bars for 36" and 48" mop heads. Mop handles shall be provided by the Contractor to the City at no additional charge. The ratio of dust and wet mop handles to mops is approximately one handle for every five mops rented. The ration of tandem mop handles is approximately one handle for every ten mops rented.

**2.5 CHEMICALLY TREATED DUST MATS:**

- A. All chemically treated dust mats (entrance mats) shall consist of nylon tufting with a natural rubber back and must be available in red, brown, black or navy. All mats are to be exchanged on the floor where they are used. Mats shall be exchanged for cleaning weekly. Mats shall be treated with both a dust control compound and a Fire Retardant (OSHA APPROVED).
- B. Mat, Dirt (OUTSIDE MAT)

Outside door mats shall be approximately 36" X 48", with a closed loop highly resilient fiber that springs back into shape. The mat must be machine washable and self-drying.

**2.6 CHEMICALLY TREATED CLOTHS, MOPS AND MATS :**

The cloths, mops and mats specified in the Bid Form/Fee Schedule are to be of cellulosic fiber content impregnated with a dust-absorbent compound, free from objectionable odor, of a clean appearance, and colored a uniform shade with impregnation to be uniformly dispersed in the cloths, mops and mats; and dust mops present to the extent of 40% (+/- 5%) of the item's untreated weight. The cloths, mops and mats to be manufactured of good quality cellulose yarn and fabric having satisfactory tensile strength, all cloth edges to be either salvage or overedged. Treated cloths, mops and mats shall be treated to avoid mildew when stored under normal conditions and shall show no tendency to heat spontaneously under normal conditions. Dust cloths and water emulsion mops shall be treated sufficiently to give fully effective cleaning and dust removal service, but shall not leave any oily residue on cleaned surfaces nor produce any dulling or fogging effect on the finish. The item shall contain no more than 12% moisture, free from any volatile solvents and no ingredients injurious to normal skin. Cloths shall be dry enough that where handled they do not feel excessively moist or oily. Compounds used to impregnate shall meet the requirements of the Underwriters' Laboratories and shall conform to the latest Federal Specifications.

Water emulsion mops shall be treated in a manner that leaves no residue on the floors and has no effect on the conductivity of the floor. The mops must be treated with dry lite and anti static treatment .

**3.0 SILENCE OF SPECIFICATIONS:**

The apparent silence of these specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of these specifications shall be made on the basis of this statement. The bidder shall be an established supplier of the items bid.

**4.0 RIGHT TO AUDIT:**

The City reserves all rights to review all payments to Contractors by auditing at a later date and subject to such audit, any overpayments may be recovered from the Contractor.

**5.0 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REQUIREMENTS:**

The Contractor must be in full compliance with 29 CFR 1910.1030 of the Department of Labor, Occupational Safety and Health Administration, occupational exposure to blood borne pathogens, final rule. This OSHA regulation shall apply to all items in Group III delivered and subsequently exposed to blood borne pathogens.

**6.0 WASTEWATER CHARGES:**

- A. Wastewater charges will not be paid by the City.
- B. Contractor must have a current wastewater permit.

**SECTION C  
GENERAL TERMS & CONDITIONS**

THE STATE OF TEXAS

BID # LC-R-0734-027-13967

COUNTY OF HARRIS .

ORDINANCE # \_\_\_\_\_

CONTRACT # \_\_\_\_\_

**I. PARTIES**

**A. Address**

**THIS AGREEMENT FOR LINEN, TEXTILES & MAINTENANCE, & UNIFORM RENTAL SERVICES FOR VARIOUS DEPARTMENTS** ("Agreement") is made on the Countersignature Date between the **CITY OF HOUSTON, TEXAS** ("City"), a municipal corporation and \_\_\_\_\_ ("Contractor or Vendor"), a corporation doing business in Texas.

The initial addresses of the parties, which one party may change by giving written notice to the other party, are as follows:

**City**

City Purchasing Agent for Director  
of \_\_\_\_\_ Department  
City of Houston  
P.O. Box 1562  
Houston, Texas 77251

**Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

The Parties agree as follows:

**B. Table of Contents**

This Agreement consists of the following sections:

**TABLE OF CONTENTS**

**Page No.**

I. PARTIES .....	102
A. Address .....	102
B. Table of Contents .....	102
C. Parts Incorporated .....	104
D. Controlling Parts .....	104
E. Definitions .....	104
F. Signatures .....	104
II. DUTIES OF CONTRACTOR .....	105
A. Scope of Services .....	105
B. RELEASE .....	106
C. INDEMNIFICATION .....	106
D. INDEMNIFICATION PROCEDURES .....	107
E. Insurance .....	108
F. Warranties .....	109
G. Licenses and Permits .....	109
H. Compliance with Equal Opportunity Ordinance .....	109
I. MWBE Compliance .....	110
J. Drug Abuse Detection and Deterrence .....	110
K. Environmental Laws .....	111
L. Payment of Employees and Subcontractors .....	112
III. DUTIES OF CITY .....	112
A. Payment Terms .....	112
B. Taxes .....	112
C. Method of Payment .....	113
D. Method of Payment - Disputed Payments .....	113
E. Limit of Appropriation .....	113
F. Changes .....	114
IV. TERM AND TERMINATION .....	116
A. Contract Term .....	116
B. Notice to Proceed .....	116
C. Renewals .....	116
D. Time Extensions .....	117
E. Termination for Convenience by the City .....	117
F. Termination for Cause by City .....	117
G. Termination for Cause by Contractor .....	118
H. Removal of Contractor Owned Equipment and Materials .....	119
V. MISCELLANEOUS .....	119
A. Independent Contractor .....	119
B. Force Majeure .....	119
C. Severability .....	120
D. Entire Agreement .....	120
E. Written Amendment .....	120
F. Applicable Laws .....	120
G. Notices .....	120
H. Non-Waiver .....	121
I. Inspections and Audits .....	121



J.	Enforcement.....	121
K.	Ambiguities.....	121
L.	Survival.....	121
M.	Parties In Interest .....	122
N.	Successors and Assigns.....	122
O.	Business Structure and Assignments .....	122
P.	Remedies Cumulative .....	122

#### EXHIBITS

- A. DEFINITIONS
- B. SCOPE OF SERVICES
- C. EQUAL EMPLOYMENT OPPORTUNITY
- D. MWBE SUBCONTRACT TERMS
- E. DRUG POLICY COMPLIANCE AGREEMENT
- F. CERTIFICATION OF NO SAFETY IMPACT POSITIONS
- G. DRUG POLICY COMPLIANCE DECLARATION
- H. FEES AND COSTS

#### **C. Parts Incorporated**

The above described sections and exhibits are incorporated into this Agreement.

#### **D. Controlling Parts**

If a conflict among the sections or exhibits arises the Exhibits control over the Sections.

#### **E. Definitions**

Certain terms used in this Agreement are defined in Exhibit "A".

#### **F. Signatures**

The Parties have executed this Agreement in multiple copies, each of which is an original.

ATTEST/SEAL (if a corporation): \_\_\_\_\_

WITNESS (if not a corporation):

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title:

Federal Tax ID Number: \_\_\_\_\_

ATTEST/SEAL:

CITY OF HOUSTON, TEXAS

Signed by:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Mayor

APPROVED:

COUNTERSIGNED BY:

\_\_\_\_\_  
City Purchasing Agent

\_\_\_\_\_  
City Controller

DATE COUNTERSIGNED:

\_\_\_\_\_

This Contract has been reviewed as to form by the undersigned legal assistant and has been found to meet established Legal Department criteria. The Legal Department has not reviewed the content of these documents.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Assistant

## II. DUTIES OF CONTRACTOR

### A. Scope of Services

In consideration of the payments specified in this Agreement, Contractor shall provide all labor, material, and supervision necessary to perform the services described in Exhibit "B."

**B. RELEASE**

**CONTRACTOR AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE CITY) FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.**

**C. INDEMNIFICATION**

**CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY "THE CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTA TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:**

- (1) CONTRACTOR'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 1-3, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;**
- (2) THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND**
- (3) THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.**

**CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS CONTRACT AND FOR FOUR YEARS AFTER THE CONTRACT TERMINATES. CONTRACTOR'S INDEMNIFICATION IS LIMITED TO \$500,000.00 PER**

**OCCURRENCE. CONTRACTOR SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.**

**D. INDEMNIFICATION PROCEDURES**

- (1) Notice of Claims. If the City or Contractor receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 10 days. The notice must include the following:
  - (a) a description of the indemnification event in reasonable detail,
  - (b) the basis on which indemnification may be due, and the anticipated amount of the indemnified loss.

This notice does not stop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 10 day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

- (2) Defense of Claims
  - (a) Assumption of Defense. Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Contractor shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Contractor must advise the City as to whether or not it will defend the claim. If Contractor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.
  - (b) Continued Participation. If Contractor elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor may settle the claim without the consent or agreement of the City, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the City to comply with restrictions or limitations that adversely affect the City, (ii) would require the City to pay amounts that Contractor

does not fund in full, (iii) would not result in the City's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

**E. Insurance**

Contractor shall maintain in effect certain insurance coverage and shall furnish certificates of insurance, in duplicate form, before beginning its performance under this Agreement. All policies except Professional Liability and Workers' Compensation must name the City as an additional insured. The issuer of any policy (1) shall have a Certificate of Authority to transact insurance business in Texas or (2) shall be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide. Contractor shall maintain the following insurance coverages in the following amounts:

- (1) Commercial General Liability insurance including Contractual Liability insurance:

\$500,000 per occurrence; \$1,000,000 aggregate

- (2) Workers' Compensation including Broad Form All States endorsement:

Statutory amount

- (3) Automobile Liability insurance

\$1,000,000 combined single limit per occurrence

Defense costs are excluded from the face amount of the policy.

Aggregate Limits are per 12-month policy period unless otherwise indicated.

- (4) Employer's Liability

Bodily injury by accident \$100,000 (each accident)

Bodily injury by disease \$100,000 (policy limit)

Bodily injury by disease \$100,000 (each employee)

All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City, and that it shall give 30 days written notice to the City before they may be canceled, materially changed, or non-renewed. Within the 30 day period, Contractor shall provide other

suitable policies in lieu of those about to be canceled, materially changed, or non-renewed so as to maintain in effect the required coverage. If Contractor does not comply with this requirement, the Director, at his or sole discretion, may:

- (1) immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or
- (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

**F. Warranties**

Contractor represents and warrants that it shall perform all work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under this Agreement.

With respect to any parts and goods furnished by it, Contractor warrants:

- (1) that all items are free of defects in title, material, and workmanship,
- (2) that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed,
- (3) that each replacement item is new in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and
- (4) that no item or its use infringes any patent, copyright, or proprietary right.

**G. Licenses and Permits**

Contractor shall obtain and pay for all licenses, permits, and certificates required by any statute, ordinance, rule, or regulation.

**H. Compliance with Equal Opportunity Ordinance**

Contractor shall comply with the City's Equal Employment Opportunity Ordinance as set out in Exhibit "C."

**I. MWBE Compliance**

Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least 11% of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Affirmative Action Division and will comply with them.

Contractor shall require written subcontracts with all MWBE subcontractors and shall submit all disputes with MWBEs to binding arbitration in Houston, Texas if directed to do so by the Affirmative Action Division Director. MWBE subcontracts must contain the terms set out in Exhibit "D." If Contractor is an individual person (as distinguished from a corporation, partnership, or other legal entity), and the amount of the subcontract is \$50,000 or less, the subcontract must also be signed by the attorneys of the respective parties.

**J. Drug Abuse Detection and Deterrence**

(1) It is the policy of the City to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by contractors while on City Premises is prohibited. Contractor shall comply with all the requirements and procedures set forth in the Mayor's Drug Abuse Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), which is incorporated into this Agreement and is on file in the City Secretary's Office.

(2) Before the City signs this Agreement, Contractor shall file with the Contract Compliance Officer for Drug Testing ("CCODT"):

- (a) a copy of its drug-free workplace policy,
- (b) the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "D," together with a written designation of all safety impact positions and,
- (c) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "E."

If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement

if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "F." Contractor shall submit the Drug Policy Compliance Declaration to the CCODT within 30 days of the expiration of each 6-month period of performance and within 30 days of completion of this Agreement. The first 6-month period begins to run on the date the City issues its Notice to Proceed or if no Notice to Proceed is issued, on the first day Contractor begins work under this Agreement.

(3) Contractor also shall file updated designations of safety impact positions with the CCODT if additional safety impact positions are added to Contractor's employee work force.

(4) Contractor shall require that its subcontractors comply with the Executive Order, and Contractor shall secure and maintain the required documents for City inspection.

**K. Environmental Laws**

Contractor shall comply with all rules, regulations, statutes, or orders of the Environmental Protection Agency ("EPA"), the Texas Commission on Environmental Quality ("TCEQ"), and any other governmental agency with the authority to promulgate environmental rules and regulations (Environmental Laws). Contractor shall promptly reimburse the City for any fines or penalties levied against the City because of Contractor's failure to comply.

Contractor shall not possess, use, generate, release, discharge, store, dispose of, or transport any Hazardous Materials on, under, in, above, to, or from the site except in strict compliance with the Environmental Regulations. "Hazardous Materials" means any substances, materials, or wastes that are or become regulated as hazardous or toxic substances under any applicable federal, state, or local laws, regulations, ordinances, or orders. Contractor shall not deposit oil, gasoline, grease, lubricants or any ignitable or hazardous liquids, materials, or substances in the City's storm sewer system or sanitary sewer system or elsewhere on City Property in violation of the Environmental Laws.

**L. Contractor's Performance**

Contractor shall make citizen satisfaction a priority in providing services under this Agreement. Contractor shall train its employees to be customer service-oriented and to positively and politely interact with citizens when performing contract services. Contractor's employees shall be clean, courteous, efficient, and neat in



appearance and committed to offering the highest quality of service to the public. If, in the Director's opinion, Contractor is not interacting in a positive and polite manner with citizens, he or she shall direct Contractor to take all remedial steps to conform to these standards.

**M. Payment of Employees and Subcontractors**

Contractor shall make timely payments in accordance with applicable state and federal law to all persons and entities supplying labor, materials or equipment for the performance of this Agreement including Contractor's employees.

Failure of Contractor to pay its employees as required by law shall constitute a default under this contract for which the Contractor and its surety shall be liable on Contractor's performance bond if Contractor fails to cure the default as provided under this Agreement.

Contractor shall defend and indemnify the City from any claims or liability arising out of Contractor's failure to pay its subcontractors as required by law. Contractor shall submit disputes relating to payment of M/WBE subcontractors to arbitration in the same manner as any other disputes under the M/WBE subcontract.

**III. DUTIES OF CITY**

**A. Payment Terms**

The City shall pay and Contractor shall accept fees at the unit prices provided in Exhibit H for all services rendered and the Deliverables furnished by Contractor. The fees must only be paid from Allocated Funds, as provided below.

Any quantities of services or Deliverables shown in any part of this contract or its exhibits are estimated only and are not any guarantee that the City will not purchase more or less of those services or Deliverables. The City will pay only for the services or Deliverables actually ordered and only at the unit prices set out.

**B. Taxes**

The City is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to the City must not contain assessments of any of these taxes. The Director will furnish the City's exemption certificate and federal tax identification number to Contractor if requested.

**C. Method of Payment**

The City shall pay Contractor on the basis of invoices submitted by Contractor and approved by the Director, showing the specific tasks completed in the preceding month and the corresponding prices. The City shall make payments to Contractor at its address for notices within 30 days of receipt of an approved invoice.

**D. Method of Payment - Disputed Payments**

If the City disputes any items in an invoice Contractor submits for any reason, including lack of supporting documentation, the Director shall temporarily delete the disputed item and pay the remainder of the invoice. The Director shall promptly notify Contractor of the dispute and request remedial action. After the dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

**E. Limit of Appropriation**

- (1) The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.
- (2) In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of \$\_\_\_\_\_ to pay money due under this Agreement (the "Original Allocation"). The executive and legislative officers of the City, in their discretion, may allocate supplemental funds for this Agreement, but they are not obligated to do so. Therefore, the parties have agreed to the following procedures and remedies:
- (3) The City makes a supplemental allocation by sending a notice signed by the Director and the City Controller to Contractor and where appropriated, approved by motion, or ordinance of City Council in substantially the following form:

"NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS"

TO: [Name of Contractor]

FROM: City of Houston, Texas (the "City")

DATE: [Date of notice]

SUBJECT: Supplemental allocation of funds for the purpose of the "[title of this Agreement]" between the City and (name of Contractor) countersigned by the City Controller on (Date of Countersignature) (the "Agreement").

I, (name of City Controller), City Controller of the City of Houston, certify that the supplemental sum of \$\_\_\_\_\_, upon the request of the below-signed Director, has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This supplemental allocation has been charged to such appropriation.

The aggregate of all sums allocated for the purpose of such Agreement, including the Original Allocation, and all supplemental allocations (including this one), as of the date of this notice, is \$\_\_\_\_\_.

SIGNED:

(Signature of the City Controller)

City Controller of the City

REQUESTED:

(Signature of the Director)

Director

- (4) The Original Allocation plus all supplemental allocations are the Allocated Funds. The City shall never be obligated to pay any money under this Agreement in excess of the Allocated Funds. Contractor must assure itself that sufficient allocations have been made to pay for services it provides. If Allocated Funds are exhausted, Contractor's only remedy is suspension or termination of its performance under this Agreement and it has no other remedy in law or in equity against the City and no right to damages of any kind.

**F. Changes**

- (1) At any time during the Agreement Term, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue a Change Order to increase or decrease the scope of services or change plans and specifications, as he or she may find necessary to accomplish the general purposes of this Agreement. Contractor shall furnish the services or

deliverables in the Change Order in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work.

- (2) The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent will issue the Change Order in substantially the following form:

**CHANGE ORDER**

TO: [Name of Contractor]

FROM: City of Houston, Texas (the "City")

DATE: [Date of Notice]

SUBJECT: Change Order under the Agreement between the City and [Name of Contractor] countersigned by the City Controller on [Date of countersignature of the Agreement]

Subject to all terms and conditions of the Agreement, the City requests that Contractor provide the following:

[Here describe the additions to or changes to the equipment or services and the Change Order Charges applicable to each.]

Signed:

[Signature of City Purchasing Agent or Director upon written notice to the City Purchasing Agent]

- (3) The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue more than one Change Order, subject to the following limitations:

- (a) Council expressly authorizes the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, to approve a Change Order of up to \$25,000. A Change Order of more than \$25,000 over the approved contract amount must be approved by the City Council.
- (b) If a Change Order describes items that Contractor is otherwise required to provide under this Agreement, the City is not obligated to pay any additional money to Contractor.
- (c) The Total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.

- (4) Whenever Contractor receives a Change Order, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The City Purchasing Agent's or Director's decision regarding a time extension is final.
- (5) A product or service provided under a Change Order is subject to inspection, acceptance, or rejection in the same manner as the work described in the Original Agreement, and is subject to the terms and conditions of the Original Agreement as if it had originally been a part of the Agreement.
- (6) Change Orders are subject to the Allocated Funds provisions of this Agreement.

#### **IV. TERM AND TERMINATION**

##### **A. Contract Term**

This Agreement is effective on the Countersignature Date and expires three (3) years after the date specified in the Notice to Proceed unless sooner terminated according to the terms of this Agreement.

##### **B. Notice to Proceed**

Contractor shall begin performance under this Agreement on the date specified in a Notice to Proceed from the City Purchasing Agent.

##### **C. Renewals**

If sufficient funds are allocated, the City Purchasing Agent, at his or her sole discretion, may make a request to Contractor to renew this Agreement for up to two additional 1-year option periods, upon at least 30 days' written notice before expiration of the initial term, or first option period, as applicable. Any renewal, pursuant to this Section, shall be upon the same terms and conditions of the Agreement.

**D. Time Extensions**

If Department requests an extension of time to complete its performance, then the City Purchasing Agent may, at his or her sole discretion, extend the time so long as the extension does not exceed 90 days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

**E. Termination for Convenience by the City**

The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Agreement at any time by giving 30 days written notice to Contractor. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies which exist now or in the future.

On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the services performed under this Agreement up to the termination date. The City shall then pay the fees to Contractor for services actually performed, but not already paid for, in the same manner as prescribed in Section III unless the fees exceed the allocated funds remaining under this Agreement.

TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR THE CITY'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

**F. Termination for Cause by City**

If Contractor defaults under this Agreement, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may either terminate this Agreement or allow Contractor to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies which exist now or in the future. Default by Contractor occurs if:

- (1) Contractor fails to perform any of its duties under this Agreement;
- (2) Contractor becomes insolvent;
- (3) all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
- (4) a receiver or trustee is appointed for Contractor.

If a default occurs, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may, but is not obligated to, deliver a written notice to Contractor describing the default and the termination date. The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, at his or her sole option, may extend the termination date to a later date. If the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent allows Contractor to cure the default and Contractor does so to the City Purchasing Agent's or Director's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the City Purchasing Agent or Director upon written notice to the City Purchasing Agent may terminate this Agreement on the termination date, at no further obligation of the City.

To effect final termination, the City Purchasing Agent or Director upon written notice to the City Purchasing Agent must notify Contractor in writing. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or subcontracts chargeable to this Agreement.

**G. Termination for Cause by Contractor**

Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing the default and the proposed termination date. The date must be at least 30 days after the Director receives notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date, then the proposed termination is ineffective. If the City does not cure the default before the

proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date.

**H. Removal of Contractor Owned Equipment and Materials**

Upon expiration, or termination of this Agreement, Contractor is permitted ten (10) days within which to remove contractor-owned material and equipment from the City's premises. The City shall make such material and equipment readily available to Contractor. The time period may be extended upon approval by the Director. The City reserves the right to deny any extension of time.

**V. MISCELLANEOUS**

**A. Independent Contractor**

Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee of the City.

**B. Force Majeure**

1. Timely performance by both parties is essential to this Agreement. However, neither party is liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by Force Majeure. Force Majeure means fires, floods, explosions, and other acts of God, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.
2. This relief is not applicable unless the affected party does the following:
  - (a) uses due diligence to remove the Force Majeure as quickly as possible; and
  - (b) provides the other party with prompt written notice of the cause and its anticipated effect.
3. The City may perform contract functions itself or contract them out during periods of Force Majeure. Such performance does not constitute a default or breach of this Agreement by the City.
4. If the Force Majeure continues for more than 30 days, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Agreement by giving 30 days' written notice to Contractor. This termination is not a default or breach of this



Agreement. CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT AT THE TIME OF THE TERMINATION.

**C. Severability**

If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

**D. Entire Agreement**

This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind exist between the Parties regarding this Agreement.

**E. Written Amendment**

Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance duly adopted by the City Council) and Contractor. The Director is only authorized to perform the functions specifically delegated to him or her in this Agreement.

**F. Applicable Laws**

This Agreement is subject to the laws of the State of Texas, the City Charter and Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

Venue for any litigation relating to this Agreement is Harris County, Texas.

**G. Notices**

All notices required or permitted by this Agreement must be in writing and are deemed delivered on the earlier of the date actually received or the third day following: (1) deposit in a United States Postal Service post office or receptacle; (2) with proper postage (certified mail, return receipt requested); and (3) addressed to the other party at the address set out in the preamble of this Agreement or at such other address as the receiving party designates by proper notice to the sending party.

#### **H. Non-Waiver**

If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

#### **I. Inspections and Audits**

City representatives may perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least 3 years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

#### **J. Enforcement**

The City Attorney or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to the City Attorney all documents and records that the City Attorney requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

#### **K. Ambiguities**

If any term of this Agreement is ambiguous, it shall not be construed for or against any party on the basis that the party did or did not write it.

#### **L. Survival**

Contractor shall remain obligated to the City under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, the indemnity provisions.

**M. Parties In Interest**

This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Contractor only.

**N. Successors and Assigns**

This Agreement binds and benefits the Parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph.

This Agreement does not create any personal liability on the part of any officer or agent of the City.

**O. Business Structure and Assignments**

Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the City Purchasing Agent's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406 (c) of the Texas Business & Commerce Code. In the case of such an assignment, Contractor shall immediately furnish the City with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

Contractor shall not delegate any portion of its performance under this Agreement without the City Purchasing Agent's prior written consent.

**P. Remedies Cumulative**

Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies which exist now or in the future. Neither party may terminate its duties under this Agreement except in accordance with its provisions.

## **EXHIBIT "A"**

### **DEFINITIONS**

As used in this Agreement, the following terms have the meanings set out below:

"Agreement" means this contract between the Parties, including all exhibits, change orders, and any written amendments authorized by City Council and Contractor.

"City" is defined in the preamble of this Agreement and includes its successors and assigns.

"City Purchasing Agent" is defined as the person or duly authorized successor, authorized in writing to act for the City. The term includes, except as otherwise provided in this Contract, the authorized representative of the City Purchasing Agent acting within the limits of delegated authority.

"Contractor Administrator" means the representative of the Appropriate Department who is responsible for the administration for the Contract.

"Contract Award Notice" means the official notification substantiated by the Notice to Proceed issued by the City Purchasing Agent to the Contractor.

"Contract Charges" means charges that accrue during a given month as defined in Article III.

"Contract Term" is defined in Article IV.

"Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.

"Countersignature Date" means the date this agreement is countersigned by the City Controller.

"Director" means the Directors of each of the Departments or the City Purchasing Agent for the City, or the person he or she designates.

"Effective Date" is defined as date contract is countersigned by the City Controller.

"Governing Body" means the Mayor and City Council of the City of Houston.

"Hazardous Materials" is defined in Article IIK (Environmental Laws).

"Notice to Proceed" means a written communication from the City Purchasing Agent to Contractor instructing Contractor to begin performance.

"Parties" mean all the entities set out in the Preamble who are bound by this Agreement.

## **EXHIBIT "B"**

# **SCOPE OF SERVICES**

**(To Be Inserted by the City  
upon Contract Execution)**

## **EXHIBIT "C" EQUAL EMPLOYMENT OPPORTUNITY**

1. The contractor, subcontractor, vendor, supplier, or lessee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or age. The contractor, subcontractor, vendor, supplier, or lessee will take affirmative action to ensure that applicants are employed and that

employees are treated during employment without regard to their race, religion, color, sex, national origin, or age. Such action will include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor, subcontractor, vendor, supplier or lessee agrees to post in conspicuous places available to employees, and applicants for employment, notices to be provided by the City setting forth the provisions of this Equal Employment Opportunity Clause.

2. The contractor, subcontractor, vendor, supplier, or lessee states that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or age.

3. The contractor, subcontractor, vendor, supplier, or lessee will send to each labor union or representatives of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the said labor union or worker's representative of the contractor's and subcontractor's commitments under Section 202 of Executive Order No. 11246, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. The contractor, subcontractor, vendor, supplier, or lessee will comply with all provisions of Executive Order No. 11246 and the rules, regulations, and relevant orders of the Secretary of Labor or other Federal Agency responsible for enforcement of the equal employment opportunity and affirmative action provisions applicable and will likewise furnish all information and reports required by the Mayor and/or Contractor Compliance Officer(s) for purposes of investigation to ascertain and effect compliance with this program.

5. The contractor, subcontractor, vendor, supplier, or lessee will furnish all information and reports required by Executive Order No. 11246, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to all books, records, and accounts by the appropriate City and Federal Officials for purposes of investigations to ascertain compliance with such rules, regulations, and orders. Compliance reports filed at such times as directed shall contain information as to the employment practice policies, program, and work force statistics of the contractor, subcontractor, vendor, supplier, or lessee.

6. In the event of the contractor's, subcontractor's, vendor's, supplier's, or lessee's non-compliance with the non-discrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor, subcontractor, vendor, supplier, or lessee may be declared ineligible for further City contracts in accordance with procedures provided in Executive Order No. 11246, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order, or by rule, regulation, or order of the Secretary of Labor, or as may otherwise be provided by law.

7. The contractor shall include the provisions of paragraphs 1-8 of this Equal Employment Opportunity Clause in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

8. The contractor shall file and shall cause his or her subcontractors, if any, to file compliance reports with the City in the form and to the extent as may be prescribed by the Mayor. Compliance reports filed at such times as directed shall contain information as to the practices, policies, programs, and employment policies and employment statistics of the contractor and each subcontractor.

#### **EXHIBIT "D"**

#### **MWBE SUBCONTRACT TERMS**

Contractor shall ensure that all subcontracts with MWBE subcontractors and suppliers are clearly labeled "THIS CONTRACT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT" and contain the following terms:

1. \_\_\_\_\_ (MWBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Affirmative Action Director ("the Director").

2. \_\_\_\_\_ (MWBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform (1) audits of the books and records of the subcontractor, and (2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.

3. Within five business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.

4. As concluded by the parties to this subcontract, and as evidenced by their signature hereto, any controversy between the parties involving the construction or application of any of the terms, covenants or conditions of this subcontract shall, on the written request of one party served upon the other or upon notice by Director served on both parties, be submitted to binding arbitration, under the Texas General Arbitration Act (Tex. Civ. Prac. & Rem. Code Ann., Ch. 171 -- "the Act"). Arbitration shall be conducted according to the following procedures:

a. Upon the decision of the Director or upon written notice to the Director from either party that a dispute has arisen, the Director shall notify all parties that they must resolve the dispute within thirty (30) days or the matter may be referred to arbitration.

b. If the dispute is not resolved within the time specified, any party or the Director may submit the matter to arbitration conducted by the American Arbitration Association under the rules of the American Arbitration Association, except as otherwise required by the City's contract with American Arbitration Association on file in the Office of the City's Affirmative Action Division.

Upon submittal of the matter to arbitration each party shall pay all fees required by the American Arbitration Association and sign a form releasing the American Arbitration Association and its arbitrators from liability for decisions reached in the arbitration.

In the event the American Arbitration Association no longer administers Affirmative Action arbitration for the City, the Director shall prescribe alternate procedures as necessary to provide arbitration by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.

e. All arbitrations shall be conducted in Houston, Texas, unless the parties agree to a different location.

**EXHIBIT "E"**  
**DRUG POLICY COMPLIANCE AGREEMENT**

I, \_\_\_\_\_ as an owner or officer of  
(Name) (Print/Type) (Title)  
\_\_\_\_\_  
(Name of Company) (Contractor)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed:

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

Date \_\_\_\_\_

Contractor Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

**EXHIBIT "F"**  
**Contractor's Certification Of No Safety Impact Positions**  
**In Performance Of A City Contract**



I, \_\_\_\_\_  
**(Name)(Print/Type)** **(Title)**

as an owner or officer of \_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

---

---

**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF  
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES  
FOR CONTRACTORS**

I, \_\_\_\_\_ as an  
**(NAME)** **(PRINT/TYPE)**

owner or officer of \_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CONTRACTOR NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

**EXHIBIT "G"  
DRUG POLICY COMPLIANCE DECLARATION**

I, \_\_\_\_\_ as an owner or officer of

(Name) (Print/Type)

(Title)

(Contractor or Vendor)

(Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding 6 months from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Initials A written Drug Free Workplace Policy has been implemented and employees notified.  
The policy meets the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

\_\_\_\_\_  
Initials Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31. Employees have been notified of such procedures.

\_\_\_\_\_  
Initials Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.

\_\_\_\_\_  
Initials Appropriate safety impact positions have been designated for employee positions performing on the City of Houston contract. The number of employees in safety impact positions during this reporting period is \_\_\_\_\_.

\_\_\_\_\_  
Initials From \_\_\_\_\_ to \_\_\_\_\_ the following test has occurred  
(Start date) (End date)

	Random	Reasonable Suspicion	Post Accident	Total
Number Employees Tested				
Number Employees Positive				
Percent Employees Positive				

\_\_\_\_\_  
Initials Any employee who tested positive was immediately removed from the City worksite consistent with the Mayor's Policy and Executive Order No. 1-31.

\_\_\_\_\_  
Initials I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## EXHIBIT "H"

## **FEES AND COSTS**

**(To Be Inserted by the City  
upon Contract Execution)**

If your firm has chosen not to submit a bid for this procurement, please complete this form and submit to:

**City of Houston,  
Strategic Purchasing Division  
P.O. Box 1562  
Houston, Texas 77251**

**Due on or before the bid due date**

**Please check the items that apply:**

- ☐ Do not sell the item(s) required.
- ☐ Cannot be competitive.
- ☐ Cannot meet the Specifications highlighted in the attached Bid.
- ☐ Cannot provide Insurance required.
- ☐ Cannot provide Bonding required.
- ☐ Cannot comply with Indemnification requirements.
- ☐ Job too large.
- ☐ Job too small.
- ☐ Do not wish to do business with the City.
- ☐ Other reason.
- 
- 

Company Name: \_\_\_\_\_  
(Print or Type Name of Company)

By: \_\_\_\_\_  
(Signature of Authorized Officer or Agent)

Vendor Number: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

FAX Number: (\_\_\_\_) \_\_\_\_\_

**RETURN TO: Richard Morris  
City Hall - City of Houston  
Finance & Administration Dept.  
Strategic Purchasing Division  
P.O. Box 1562  
Houston, Texas 77251  
FAX NUMBER: 713-247-3828**